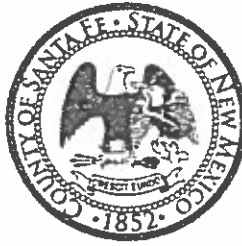


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Commissioner, District 1

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Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Date: October 14, 2015
To: Board of County Commissioners
From: Penny Ellis-Green, Growth Management Director *PEG*
Via: Katherine Miller, County Manager
Re: Growth Management Monthly Report September 2015

This report is a summary of projects for Growth Management with statistics from September 2015. Growth Management consists of 4 divisions; Planning, Economic Development, GIS and Building and Development Services.

Planning Division

Affordable Housing

Home Sales

A closing on a home was completed in Turquoise Trail to an Income Range 1 buyer. Staff has received two offers to purchase affordable housing units and is in the processing the requests.

Happy Roofs

Staff has received an application for a Happy roofs project and is processing the request along with the scope of work to award the contract.

Subordinations

Three requests for subordinations have been received and are being processed for County Manager approval.

Open Space

COLTPAC-Staff conducted monthly COLTPAC meeting on September 2 and outlined proposed timeline for Open Space Plan Update process.

Open Space Management Plans- Meetings were held for the open space management plans for Los Potreritos Open Space, San Pedro Open Space, and La Cieneguilla Open Space.

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505-995-2740 www.santafecountynm.gov

Ortiz Mountain Preserve-Staff conducted 2 tours of the Ortiz Mountain preserve.

Petroglyph Hill-Staff conducted 1 tour of Petroglyph Hill.

Transportation

Staff is continuing to develop an outline for a County Transportation Plan.

Staff continued to develop criteria for ranking low water crossing requests, the revision included comments received from Public Works staff and Fire Marshal. Staff contacted NMDOT Dist. 5 Maintenance Engineer regarding access problem areas that were noted by Fire Marshal but are on State roads.

NCRTD Update

The NCRTD held a Board of Directors meeting on September 7. Budget items were approved which included increases from FTA Section 5311 funding and State Capital Outlay Bill.

The continuation of fare free weekday service for fixed route and flex para transit and the establishment of premium service parameters was discussed and approved. NCRTD routes will continue to be fare free except for Santa Fe Mountain Trail and Taos Ski Basin routes. The costs of providing the tracking software and necessary modifications to buses is more than projected fare box recovery, and establishment of fares would impact ridership levels.

The Mountain Trail kickoff event was Sept. 23, service started 26. The US Forest service granted the NCRTD an access permit with the condition that bike racks would not be included on the buses as had previously been planned. Their concern was that mountain bikes were eroding the Winsor Trail and conflicting with hike use. Discussions are continuing with US Forest on the issue.

SLDC Update

Staff presented 2 Community Plan Updates in September which were approved by the BCC.

Staff conducted 5 planning committee meetings in September to finalize draft Community Plan Updates, Community District Overlays and Zoning District Maps as part of the SLDC update process.

Staff prepared proposed amendments for the Sustainable Growth Management Plan (SGMP), proposed amendments to the Sustainable Land Development Code (SLDC), a proposed Fee Ordinance and proposed changes to the Zoning Map.

Planning staff attended the New Mexico Chapter of the American Planning Association Conference in Las Cruces on Sept. 23-25 and provided a presentation on Santa Fe County's 2015 Community Plan Update process.

The proposed adoption timeline for the updated SGMP, SLDC changes, Zoning Map and Fee Ordinance is as follows:

October 13 (morning study session)

- presentation of amendment of the SGMP, Fee Ordinance, SLDC amendments and Zoning Map

October 27

- Adoption hearing on Resolution to approve the amended SGMP
- Request to publish title and general summary of Fee Ordinance, SLDC amendments and Zoning Map

November 10

- 1st public hearing on Fee Ordinance and SLDC changes (5 pm)

November 24

- 1st hearing on Zoning Map adoption (5pm)

December 8 (Possible morning start for administrative business, keep land use cases light and start these hearings at 5pm)

- 2nd hearing and adoption of Fee Ordinance
- 2nd hearing and adoption of SLDC changes
- 2nd hearing and adoption of Zoning Map

Economic Development Division

Economic Development staff manned a booth for County Day at the NM State Fair, and handed out literature on SF County tourist attractions.

An Economic Impact study for the SF Thunder Half Marathon was completed, a summary of the impact includes:

- \$869,787 total economic impact (includes direct, indirect spending)
- \$38,825 tax revenues generated (includes GRT and Lodgers tax)
- 1,627 total participants; 78% of participants from outside Santa Fe County
- TX, OK, AZ, CO highest out-of-state representation; avg age= 42; 61% female, 39% male; avg income \$93,851

The inaugural NCRTD Mountain Trails public transit service began on Sept. 26, partially funded by SF County. The bus service will run from the South Capital NM Railrunner train station to the SF Ski Area, with stops in the downtown Santa Fe area and along NM 475.

In an effort to help boost recognition and participation in the local film industry, Santa Fe County contributed towards the development of an app for the Santa Fe Independent Film Festival (Oct. 14-18). The app was launched at the end of Sept. for both android and iOS smart phones.

Through daily voting nationwide by USA Today readers, Santa Fe was awarded Best Destination for Outdoor Enthusiasts.

North Central NM Economic Development District (NCNMEDD)

The September 18 Board meeting was cancelled, the next meeting will be held in December.

Building and Development Services Division

Permits and Development Review

The following statistics are provided for permits and approvals issued in September 2015:

	September 2015
New Residential Permits - Stick Built Homes	10
New Residential Permits - Manufactured Homes	4
Commercial Building Permits	2
Number of Lots Created – Subdivision	0 lots
Exemptions	15 Lots
Summary Review Subdivisions	2 lots
Commercial Business Licenses	3
Home Occupations Business licenses	1
Film Permits	1

Code Enforcement

The following statistics are provided for code enforcement actions in September 2015:

	September 2015
Number of Initial Notices of Violation Issued	19
Number of Final Notices of Violation Issued	9
Number of Notices of Violation resolved without court action	19

Attached is a report that covers 2013 and 2014 of projects that were given a timeframe for complying with a condition or approval.

GIS Division

E911 Addressing: Staff verified 59 rural addresses.

Erle Wright presented a paper at the conference “GIS in the Rockies”, detailing Santa Fe County’s watershed-based effort to acquire and process more the 3,000 square miles of high resolution LiDAR, and use the data for modeling stream flow lines over wide geographic areas. These data will enhance a number of the County’s on-going efforts to build high fidelity geospatial data infrastructure in support of community resiliency planning and mitigation assessments that respond to a wide array of environmental hazards and threats such as drought, fire and flooding.

Staff have been working on editing data and preparing the County Trails Interactive Map, which will be released to the public on October 13.

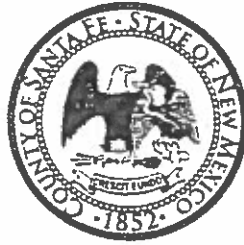
$\frac{1}{T}$	$\ln \frac{1}{T}$	$\ln \frac{1}{T} - \ln \frac{1}{T_0}$
300	5.81	-0.15
310	5.74	-0.22
320	5.68	-0.28
330	5.62	-0.34
340	5.56	-0.40
350	5.50	-0.46
360	5.44	-0.52
370	5.38	-0.58
380	5.32	-0.64
390	5.26	-0.70
400	5.20	-0.76
410	5.14	-0.82
420	5.08	-0.88
430	5.02	-0.94
440	4.96	-1.00
450	4.90	-1.06
460	4.84	-1.12
470	4.78	-1.18
480	4.72	-1.24
490	4.66	-1.30
500	4.60	-1.36
510	4.54	-1.42
520	4.48	-1.48
530	4.42	-1.54
540	4.36	-1.60
550	4.30	-1.66
560	4.24	-1.72
570	4.18	-1.78
580	4.12	-1.84
590	4.06	-1.90
600	4.00	-1.96
610	3.94	-2.02
620	3.88	-2.08
630	3.82	-2.14
640	3.76	-2.20
650	3.70	-2.26
660	3.64	-2.32
670	3.58	-2.38
680	3.52	-2.44
690	3.46	-2.50
700	3.40	-2.56
710	3.34	-2.62
720	3.28	-2.68
730	3.22	-2.74
740	3.16	-2.80
750	3.10	-2.86
760	3.04	-2.92
770	2.98	-2.98
780	2.92	-3.04
790	2.86	-3.10
800	2.80	-3.16
810	2.74	-3.22
820	2.68	-3.28
830	2.62	-3.34
840	2.56	-3.40
850	2.50	-3.46
860	2.44	-3.52
870	2.38	-3.58
880	2.32	-3.64
890	2.26	-3.70
900	2.20	-3.76
910	2.14	-3.82
920	2.08	-3.88
930	2.02	-3.94
940	1.96	-4.00
950	1.90	-4.06
960	1.84	-4.12
970	1.78	-4.18
980	1.72	-4.24
990	1.66	-4.30

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Katherine Miller
County Manager

Pablo Sedillo, III
Public Safety Director

To: Santa Fe County Board of County Commissioners
From: Pablo Sedillo, III
Public Safety Department Director
Via: Katherine Miller
County Manager
Date: October 27, 2015
Re: SFC Public Safety Department Monthly Report for September 2015

The purpose of this memo is to provide you information relative to the SFC Public Safety Department for the month of September 2015.

CORRECTIONS DEPARTMENT

Adult Detention Facility (ADF)

Administration

- Warden and Deputy Warden attended the 25th Annual Warden's Conference with the US Marshal Service.
- Staff attended the New Mexico Criminal Justice Association Conference September 30-October 2, 2015.
- Lt. Carlos Markman-Lopez was promoted to Booking Manager.

Compliance

- Continue to collect data for the NMAC reaccreditation files from all departments.
- Continue the process of the annual review of SFC ADF policies and procedures.

Security

- Detention Academy began on September 21, 2015. Nine (9) cadets are currently participating in the Academy and will graduate on October 16, 2015.
- The Adult Detention Facility had 762 intakes and 740 releases.
- Booking conducted 729 body scans, 22 were abnormal, 6 were found with contraband.

Behavioral Health

- Attended meeting chaired by Grace Phillips, JD, County of Santa Fe Office of General Counsel to discuss the housing problem for incarcerated mentally ill inmates. This was part of Senate Joint Memorial 4.
- Attended the Santa Fe County Behavioral Health Alliance meeting to discuss improving the treatment of incarcerated mentally ill upon their release from the Adult Detention Facility.

New Hires/Staffing

- Vacancy Rate for Detention Officers for the month of September was 32%

Programs

- Inmates participated in a poetry contest
- Fifteen winners were selected
- Remaining contestants received "Certificates of Participation"

Electronic Monitoring Program

- Providing services to 352 clients.
- There were 33 successful releases for September.
- Clients Financial Obligation – Paying - 34%, Waived - 0%, Unemployed - 65%, Out of County - 1%.
- Other Client Data – Arrests – 24, Absconded – 6, Intakes – 77, Releases –33, Drug Tested – 571, Surety Bonds – 109, Cash Bonds – 69, Municipal Bonds – 23 and Municipal Fees - \$230.00.

Youth Development Program (YDP)

Special Activities

- New mentorship program "Impact of One" is designed to assist the youth within Santa Fe County Youth Development Program with goal setting, career planning, problem solving and life skills. The group is held weekly on Friday's from 11:30 am to 1:00 pm.
- Met with the Ona Johnson of the Santa Fe Community Foundation and Kira Randolph, Development and Communications Director with ARTsmart on September 23, 2015. This meeting was about our collaborative effort between Santa Fe County, The Santa Fe Community Foundation and volunteer group ARTsmart. We are setting up to have an exhibit opening in December. The exhibit will display work from youth at YDP at the Santa Fe Community Foundation. The work that will be displayed will be work that has been done at our facility over the past year.

New Hires/Staffing

- YDP has a total of 26 staff (18 security staff, 4 Administrative Staff and 3 Medical Staff and 1 Maintenance Staff).
- There are a total of seven positions vacant at YDP. (4 - Life Skills Worker I, 1- Life Skill Worker II, 2 Shift Supervisor)
- Melanie Guillen promoted to the position of Assistant Shift Supervisor on September 4, 2015.
- Melodie Montoya promoted to the position of Senior Shift Supervisor on September 14, 2015.

Training/Seminars

- Nicole Deaderick attended New Mexico Edge Courses the week of September 14, 2015.
- Webinar held on September 24, 2015 with the National Commission on Correction Health Care on "Drug Abuse in Juvenile Detainees: Case Studies"
- Attended the 2015 Annual Warden's Conference in Albuquerque, NM on September 29, 2015 conducted by the United States Marshal Service.

Meetings

- Attended Santa Fe County Youth Development Program Task Force Meeting on September 10, 2015 and September 24, 2015.

- Attended the Regional Juvenile Justice Board Meeting on September 17, 2015 at 5:15pm.
- Attended committee meeting with the Regional Juvenile Justice Board on September 25, 2015 from 9:00 am to 10:30 am.

Inspections/Audits

- First Defense conducted Quarterly Fire Suppression Test on September 23, 2015.
- CYFD Annual Inspection conducted on September 28, 2015.

Day Reporting

- Day Reporting Program resumed operations on August 31, 2015. Hours of Operation will be from 8:00 am until 2:00 pm.
- No Referrals received since August 31, 2015.
- Santa Fe Public Schools has posted for a teacher (20 Hours) to be hired for the Day Reporting Program. No applicants have been received as of September 21, 2015.

Santa Fe County Youth Development Program

September 2015

• Intakes	○ 54
• Releases	○ 54
• Male Intakes	○ 43
• Female Intakes	○ 11
• Average Daily Population	○ 16

FIRE DEPARTMENT

Total Emergency Responses – 351

EMS –280

Fire and other related calls – 71

Operations and Administration

- 2 Firefighter EMTs attending the SFCC Paramedic Training Program. Classes and clinical assignments going well.
- Volunteer Fire Academy in 7th week; completed HazMat and into Wildland training modules. 18 volunteer students.
- On schedule with staff performance appraisals and OSHA/DOT firefighter physicals.
- Glorieta District/La Joya substation preparing for re-bid for construction services.
- Contract negotiations with Fire Union on-going. Current contract has expired.
- Angel Chacon selected to fill ambulance billing – Accountant position. She formerly held an ambulance billing clerk position. Training Captain should be filled shortly.
- Contract for Hazard Mitigation Plan underway with recommended contractor.
- La Tierra substation flooding repairs completed and crew back in quarters.
- Pojoaque Main Station solar installation project completed.
- Three Corrections facility tours coordinated for career staff and volunteers in Western region.
- Replacement PPE distributed to field crews.

- Completed northern and western region EMT Combo refreshers for career and volunteer staff.
- Working with Mobile Integrated Health contractors Dede Feldman and Barak Wolff.
- New Stanley District Rescue inspected at factory and ready for delivery. New Madrid District Rescue order placed.
- District grant funds carryover and budgeting work underway.
- 54 Apparatus Repair Orders processed and 5 pump tests completed.
- 2 Ambulances, Tesuque fire engine, 3 mini-pumpers, Rescue truck, 3 breathing-air cascade systems, brush truck all under construction at this time.
- Working with SFFD on inspection of used aerial truck for possible purchase.

Fire Prevention and Wildland

- Business registrations – 3
- Development Reviews – 21
- Lot line Adjustments/Land Division/Family Transfers – 6
- Burn Permits-10
- School and business inspections – 14
- Hydrant testing - 579
- Pre-school/School fire and injury prevention presentations/Health Fair – 3
- Hazardous Fuels Mitigations completed – 1.5 acres (31 acres this year)
- Training and orientation for YCC forestry technicians
- Team deployments to wildland fires/prescribed burns – 3

Volunteer Recruitment and Retention

- New member applications received and approved – 13 (YTD 76).
- Received FEMA grant (\$62,000) to purchase heavy duty laundry extractors (bunker gear cleaning) for five regional fire stations
- Conducting classes for the VFA and fire districts.
- State Director of Firefighter Cancer Support Network.
- Chairperson of the International Association of Fire Chiefs Company Officer Leadership Committee.

Emergency Management

- Continued rewrite of SFC Emergency Operations Plan.
- Participated in SFCFD Safety Fair in Pojoaque.
- Participated in drill planning for the Pojoaque School District and attended SF Public School District Safety meeting.
- Exercise evaluator for Pojoaque District lock down exercise.
- Participated in Domestic Nuclear Detection Training Program (3 days) with law enforcement and federal instructors.
- Shelter planning meeting with American Red Cross Disaster services.
- Taught Medical Management of Hazardous Materials Exposure module for EMT refresher classes.
- Participated in Domestic Biological Incidents training hosted by NMSU.
- Attended NM Safe Schools Advisory Council session.

- Continue to conduct SFCFD technical rescue team trainings for volunteer responders.
- Emergency Management Coordinator position posted to fill.

RECC

Operations

- Total Telephone Calls Handled (incoming and outgoing)
 - September - 37,680
- Total calls Received via 911
 - September – 7,821
- County calls requiring response agency dispatch
 - September – 7,377
- City calls requiring response agency dispatch
 - September – 11,969
- Town of Edgewood calls requiring response agency dispatch
 - September - 497

Staffing

- Currently awaiting list from HR to fill vacant Call Taker positions.
- We just transitioned 2 Call Takers to ECS Trainee positions.
- Vacancies
 - 4 Call Taker positions

If you have any questions, I can be contacted at 992-3092. Thank you.

Henry P. Roybal
Commissioner, District 1

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Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



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*Commissioner,
District 4*

Liz Stefanics
*Commissioner,
District 5*

Katherine Miller
County Manager

MEMORANDUM

DATE: *October 14, 2015*

TO: *Board of County Commissioners*

VIA: *Katherine Miller, County Manager*

FROM: *Michael Kelley, Public Works Department Director*

ITEM AND ISSUE: *BCC Meeting October 27, 2015*
Public Works Monthly Report for September 2015

DISCUSSION

Operations and Maintenance

Charts 1 and 2 below show our monthly work order volume. A more detailed break-out can be seen in Table 1, attached.

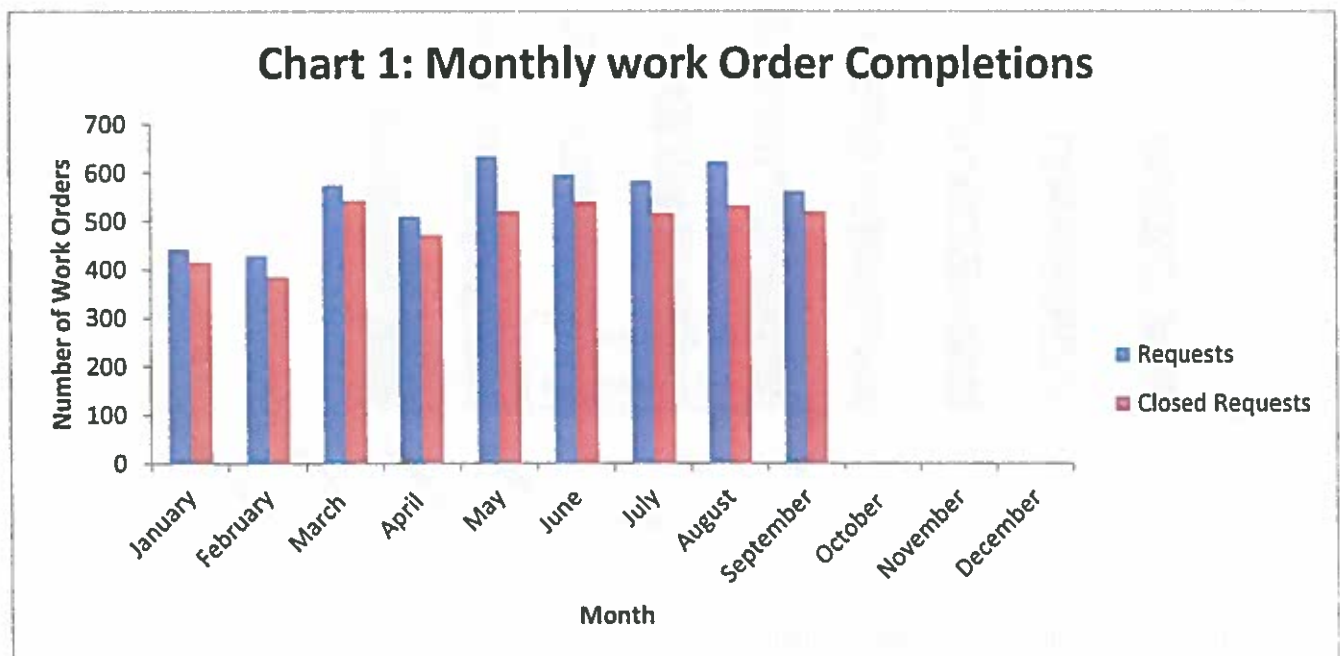
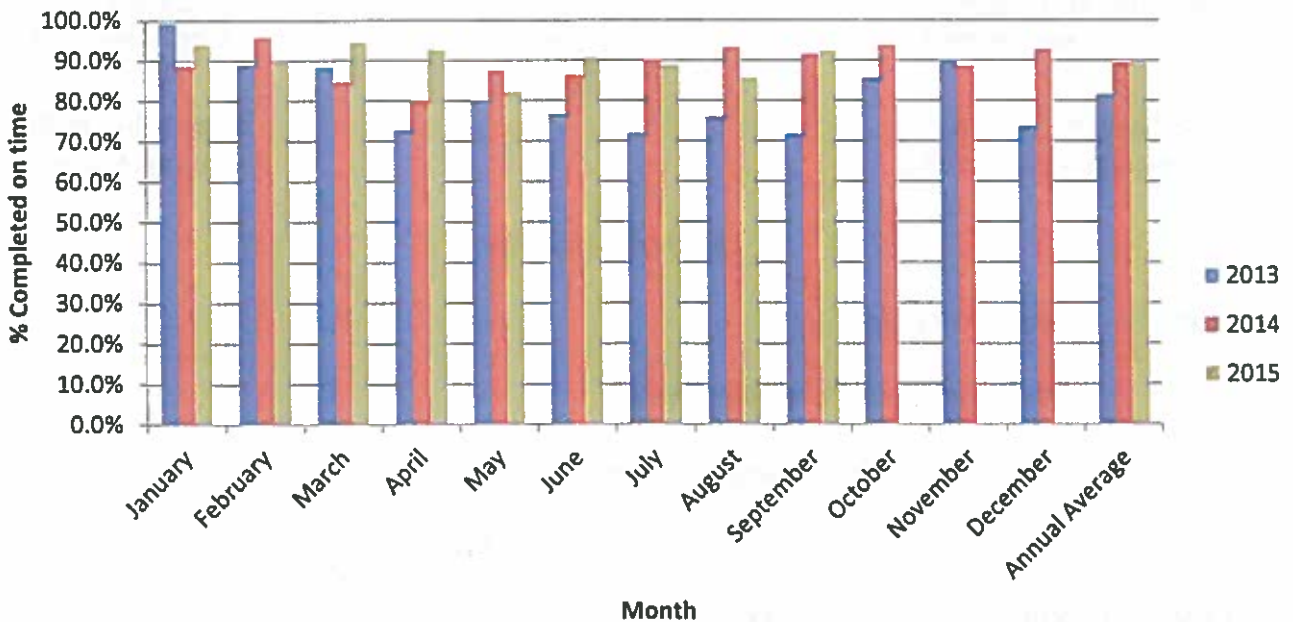
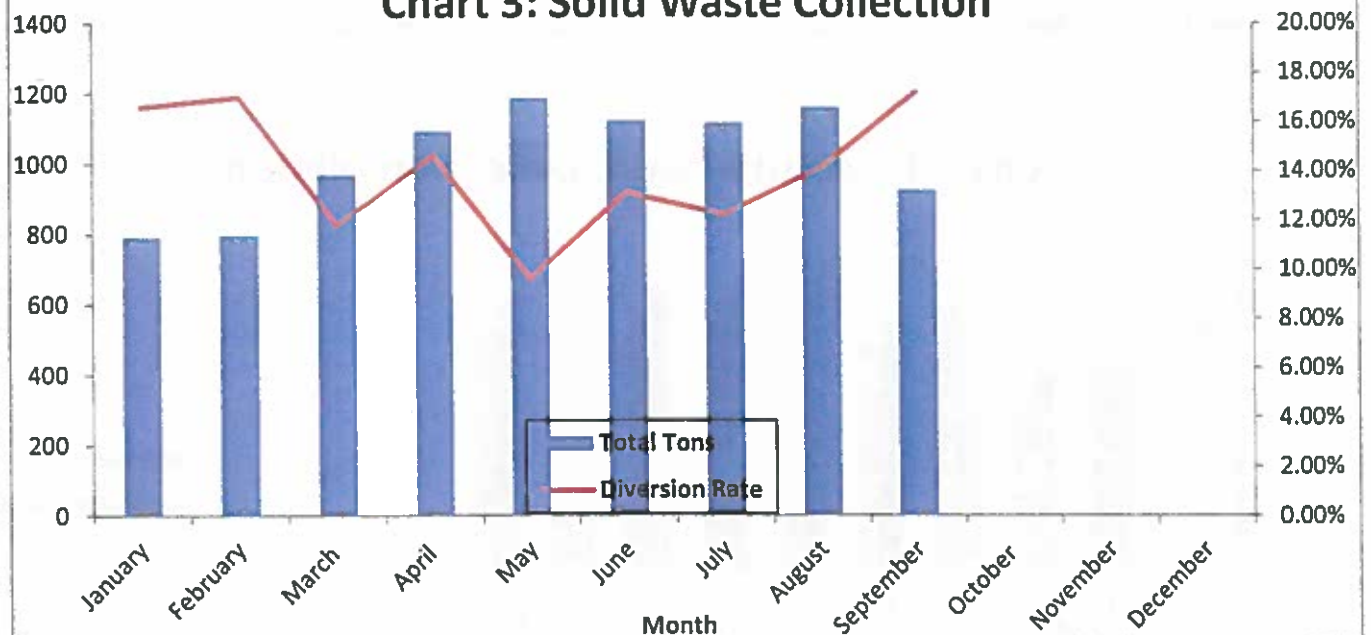


Chart 2: Year-to-year Work Order On Time Completion Rates



Solid Waste: The County diversion rate was 17.2% in September, bringing the year-to-date average to 14.0%. See chart below.

Chart 3: Solid Waste Collection



Solid waste permits sales are shown below.

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Permit Type	Number of Solid Waste Permits Sold	
	Sep 15	CY15 YTD
1-trip	28	208
6-trip	53	486
6-trip/senior	22	114
6-trip/low income	0	3
6-trip/veteran	0	22
12-trip	183	1,350
12-trip/senior	138	830
12-trip/low income	1	28
12-trip/veteran	13	80
Bag tags	91	529

Utilities:

County staff has reviewed the City's water utility cost of service study that produced the City's new wholesale water rate and has prepared questions and comments for the City.

Santa Fe County acquired the Turquoise Trail Master Association wastewater system on October 1, 2015. This system includes collection lines along Highway 14 and throughout the Longford Homes area, as well as a lift station that pumps the waste via a force main under Interstate 25 to the City's wastewater system.

The County has aggrieved an Office of the State Engineer (OSE) decision to deny a Santa Fe County application to transfer domestic well water rights to the County water utility. The first step in the hearing process will be to settle the legal question on whether domestic well water rights can be transferred.

Public Works Staff continues to work on the Pojoaque Valley Regional Water System and Aamodt Settlement. Staff has reviewed the OSE metering rules and regulations; attended a meeting that Representative Carl Trujillo held on September 29, 2015 regarding the adjudication of water rights meeting; participated in a presentation on the preliminary hydrologic analysis of the Top of the World water right transfer (September 21, 2015); and continues to make revisions to the draft Joint Powers Agreement that the Pueblos sent the County a few months ago. The County has been asked to participate in a panel discussion before the state legislative Interim Water and Natural Resources Interim committee on November 5 or 6, 2015, at the Roundhouse.

Project Delivery:

We are currently managing 78 procurements. Details on selected projects follow below.

1. **NE/SE Connector Alignments:** Received approval from NMDOT to proceed with Phase C and determination on environmental level of effort will be an Environmental

Assessment. Amendment No. 2 to the MOU between NMDOT and Santa Fe County has been submitted for review to Santa Fe County to change the design and construction of the NE Connector from Santa Fe County to NMDOT. NMDOT has required Occam Consulting Engineers to update the A/B Report to include traffic study data for the improvements completed on Richards Avenue (Slip Lane). The Phase C study and analysis is in process and when complete must be sent to the Federal Highway Administration for final review and comment.

2. **CR55A General Goodwin Drainage and Road Improvements:** On September 23, 2015, staff completed a design review meeting to review and discuss the conceptual design layout of the retention pond on Mr. Hyatt's property. The parties agreed to the conceptual direction that will allow the scheme to be developed in more detail. Miller Engineering will revise initial layout of the retention pond as per recommendations discussed in this meeting. Santa Fe County will draft a "Good Faith" agreement between Santa Fe County, Santa Fe Conservation Trust and Mr. Hyatt as we proceed with the preliminary design of this project. Surveyors are scheduled for October 13th thru October 15th.
 3. **CR54 Los Pinos All Weather Water Crossing:** IFB review is 90% complete. Amendment to Bohannon Huston's contract to add Inspection Services has been approved and executed. Hearing for the Las Estrellas structure scheduled for December, 2015.
 4. **Old Santa Fe Tail Multi-Modal Road Improvements/TL2N Water Line:** BCC approved contract on September 29, 2015. Preconstruction meeting scheduled for October 15, 2015.
 5. **Vista Redonda Drainage and Road Improvements:** Coordination with PNM and Century Link utilities is ongoing. Utility relocation will be required. Construction on Paseo Encantado SW may be delayed for approximately one week in order for utility relocations to be completed. Work will continue on Vista Redonda. Santa Fe Engineering redesigning the slopes along the lower bank on Paseo Encantado due to recent rains that have eroded the slopes to where there is no structural stability for the retaining wall. Base course for Vista Redonda road scheduled for this week.
 6. **CR50A San Jose Road Drainage and Road Improvements:** A meeting with Ms. Ida Compos was held on September 2, 2015. Mrs. Compos position is that she is willing to take on half of the drainage easement if her neighbors are willing to take the other half. A meeting was scheduled with neighbors to try and come up with an equitable solution amongst all four neighbors. Discussions from the meeting reflect a lack of commitment from all four parties. The improvements to the road surface require drainage improvements on the properties of the four parties mentioned. Options for future study are being discussed.
 7. **Pinon Hills Subdivision All-Weather Crossing:** 50% design review and comments were completed on September 9, 2015. Louis Berger will submit 100% design drawings week of October 23, 2015.
 8. **CR89 Feather Catcher Road** – 30% design is complete. Santa Fe Engineering completed preliminary engineering and preparing a cost comparison of the various
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alignment options for new drainage outfall for southern drainage basin (Segment 4 of project). Pojoaque Pueblo submitted a Revocable Road Use Permit for SFC to review in April 2015. However, County Legal review has rejected the revocable aspect and requires permanent easement to expend County resources on the work.

9. **CR89C Calle Catalina** – 90% submittal review completed on July 9, 2015. Santa Fe Engineering proceeded to take design to 100% and will provide survey data to begin property easements along the north and south side of Calle Catalina on week of August 24, 2015. Santa Fe Engineering is proceeding to take design to 100% and will provide survey data in order to begin property easements acquisitions along the north and south side of Calle Catalina.
10. **CR84D Drainage Improvements and Paving Design:** Change of Scope Directive to provide a "Priority Plan" was received by LBG on September 24, 2015 and approved on September 25, 2015. This scope change will be covered within the initial PO funding amount. Priority plan anticipated to be submitted on October 23, 2015.
11. **CR67F, La Barbaria Drainage and Road Improvement Project:** IPR to get Louis Berger Group under contract for design services has been completed. Currently waiting for Finance to allocate/budget funding for these services expected by the end of October 2015.
12. **Race Track Subdivision:** Staff met with Santa Fe Engineering on August 6, 2015 to review their proposal for drainage study. Revised proposal scheduled was submitted on September 22, 2015 and PPR submitted to Purchasing on September 23, 2015 to develop PO.
13. **Quill Wastewater Treatment Facility Entrance Works Bar Screen–Construction Phase:** Work is completed on this project.
14. **Quill Wastewater Treatment Facility Sludge Disposal Plan–Consultant Phase:** Physical Sampling by Bohannon Huston has been completed and submitted to lab for analysis. Sampling results will be provided to Project Manager by October 23, 2015. Disposal Management Plan is being developed and draft will be submitted to Project Manager for review and approval before formal submittal to NMED.
15. **Vista Aurora Subdivision Sewer Line Upgrade–Planning Phase:** Project Manager has submitted draft Request for Proposal and Engineering Services Agreement for review and approval prior to proceeding with procurement of professional engineering design services.
16. **Design La Cienega Water Line Improvements–Design Phase:** Phase I Environmental Site Assessment has been completed, all Utility Easement Agreements are ready for BCC approval on October 27, 2015.
17. **UDV Temple Cost Estimate Verification–Construction Phase:** Building construction is moving forward. Construction should be completed by December 31, 2015.

18. **Old Santa Fe Trail TL2N Waterline Extension–Construction Phase:** Project Manager is scheduling Pre-Construction Conference with Salls Brothers Construction for October 15, 2015.
19. **ADF Influent Screen - Design Phase:** Design Phase is complete. Meeting with Senior Management is scheduled for October 16, 2015.
20. **Madrid Fire Station Fire Protection System–Planning Phase:** Funding for this project is not yet available.
21. **Lamy Junction Waterline Extension–Design Phase:** Design Engineering Firm will provide 70% Design Submittal package by October 16, 2015. Easements for Ellis Tank and access road are scheduled to close by late October or early November.
22. **TL6S Waterline Extension–Design Phase:** Design Engineering Firm has submitted 90% Design Submittal and documents are being reviewed by Project Manager. Comments will be provided to Design Engineering Firm by October 16, 2015.
23. **ADF Booking & Medical Remodel/Expansion – Planning Phase:** Senior Management is analyzing options and will determine path forward in coordination with Public Safety Department Direction and Adult Detention Facility Warden.
24. **ADF Kitchen Floor Removal – Project Support:** Project Manager has identified potential Contractors from New Mexico State Price Agreement 50-000-11-0072. Waiting for approval of required funds.
25. **Agua Fria Utilities Plan–Planning Phase:** Project Manager has submitted draft Request for Proposal and Engineering Services Agreement for review and approval prior to proceeding with procurement of professional engineering design services.
26. **Ken and Patty Adam Senior Center/County Community Center:** The contractor continues working on the steel erection and framing. Parking improvements and new paving have been completed.
27. **County Administrative Office Campus:** RFP being advertised on October 18 and 19, 2015. RFP for On-call Commissioning Services will also advertise on October 18 and 19. Archaeology is preparing document submission and schedule for further site investigation permit. Eric Blinman from OAS, will submit proposed timeline for his office's action items to coincide with the overall project development schedule.
28. **Public Works Expansion-Property Control:** PPR in Purchasing for award of design contract.
29. **Plan and Design Improvements at County Fairgrounds:** Stakeholders presentation and Project Management Plan review to verify Scope of Work was held at HR Oct. 9, 2015, follow up meeting to confirm scoping requirements is scheduled for October 14, 2015 at 1:30.

30. **Nancy Rodriguez Community Center:** Requirements being analyzed to establish final scope of work to procure professional services.
31. **Stanley Cyclone Center-Phase 2:** Pre-Construction meeting for Thursday, October 15, 2015 at 10:30 am. Staff will give the Notice to Proceed with a Start date of October 19th. The Contract calls for 180 working day schedule for completion. Staff is coordinating support for the Groundbreaking ceremony on October 30, 2015.
32. **Glorieta Fire Station:** The revised drawings and CD's were submitted to the Purchasing Division. The project is scheduled to advertise on October 18 and 19, 2015.
33. **La Cienega Community Center Playground:** The play structure is scheduled to be delivered on October 12, 2015 with the installation to be completed by October 16, 2015. The fencing is scheduled to be installed after the play structure and playground mulch work is complete.
34. **Galisteo Fire Station Apparatus Addition:** Initiation of work is pending approved design contract.
35. **Agua Fria Fire Station Training Center Site Improvements:** A pre-bid meeting was held at the site on October 8, 2015 with four contractors attending. Cost proposals are due October 23, 2015. The PM is waiting on a cost proposal from a local licensed Engineer to stamp the footing drawings.
36. **Jacona Transfer Station:** The County will request a revised survey to reconfigure the original survey of the leased parcel to reflect the relocation of the Jacona Land Grant Association access driveway. A copy of the original survey has been forwarded to the Jacona Land Grant Association for review and direction on how the association would prefer the new survey to be configured. Staff continues to work on bid package submittal.
37. **Replace Storm Water Catchment Structures:** Construction on project started on October 5, 2015. Structures have been removed and debris has been hauled away. Contractor began drainage pipe installation on October 8, 2015 and scheduled to be completed by October 14, 2015. Pouring of concrete will follow as soon as drainage pipe is installed. The electrical phase will follow as well
38. **Adult Detention Facility Server Rooms:** Notice To Proceed pending project schedule being received from Prime Builders, LLC. Application for building permit has been submitted to CID.
39. **Recreation Yard Concrete Floor and Door Replacement:** Project was completed on October 5, 2015 and final pay application is in process
40. **Romero Park:** The Landscape contractor is working on the installation of the irrigation lines and pouring the concrete for the plaza area. Work is proceeding on schedule.
41. **Arroyo Hondo Trail:** Received ROE from Turquoise Trail LLC on October 7, 2015. Staff spoke with representative from Commercial Commons on October 7, 2015. Followed up with NMDOT on October 5, 2015.

42. **Mt. Chal:** Tierra Consultants is scheduling a conference call with the Glockhoff trust the last week in October to review the purchase agreement.
43. **Pojoaque Sports Fields:** The facility is open and in use by the public. Received executed Change Order No. 3 for Roybal Enterprises on October 2, 2015. Held Final Completion walk-through with GM Emulsion for the Architectural Improvements on 1:00 pm on October 5, 2015. There are still some remaining items that the contractor needs to address. The Architect issued a revised punch list on October 7, 2015.
44. **Rio Quemado Watershed Restoration:** The construction contract was approved at the September 29, 2015 BCC meeting. The pre-construction meeting is scheduled for October 13, 2015.
45. **Thornton Ranch Open Space:** Site visit with Santa Clara scheduled for October 14, 2015. Plan to hold a focus group meeting with tribal representatives November 4 and 5 to review the master plan alternatives.
46. **Agua Fria Monument Sign:** Project is complete. Projects staff is working with the Commissioner's liaison to schedule a ribbon cutting.
47. **Santa Fe Rail Trail Section 4:** Received the executed Cooperative Project Agreement for Segment 4 from NMDOT on September 23, 2015. The IFB for construction of this segment will be advertised October 10 and 11, 2015. Staff is in discussions about a joint ribbon cutting for Segments 2 and 3 and a ground breaking for Segment 4.
48. **Santa Fe Rail Trail Sections 2 & 3:** Work on this section is complete.
49. **El Camino Real Retracement Trail FLAP project:** Received MOA from purchasing with County signatures on October 7, 2015. The trail designer flagged the Phase II alignment this week. HDR is scheduling the environmental surveys to follow. Working on maintenance agreement with BLM and FS. 30% design review scheduled for November 3-4, 2015.
50. **SF River Property Acquisition:** Acquisitions on Frenchy's to Siler section of the Greenway pending County Legal review of Final Draft of MOA with City of Santa Fe.
51. **Santa Fe River-Frenchy's to Siler Design Update:** Sole Source 30 Day Posting Process begun.
52. **Santa Fe River Greenway Wayside Exhibits:** Met with NPS and City staff to go over the pedestrian sign installation plan on October 7, 2015. NHT signs are scheduled for delivery on October 8, 2015.
53. **Santa Fe River-El Camino Real Design:** Staff met with SHPO to clarify Testing Plan. Archaeologist will update Plan and proceed with testing.

Information on all active projects can be found in the attached Capital Project Status Update.

ACTION REQUESTED:

None; for information only.

Time period 9/1/15 to 9/30/15

Property Control

Building Issues

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	16	15	14	11
2	7	7	7	5
3	11	11	9	7
4	14	14	13	14
5	10	10	7	8
All	68	68	61	61
TOTAL	126	125	111	106
		99.21%	88.10%	84.13%

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	9	9	8	6
2	2	2	2	2
3	2	2	2	2
4	7	7	5	6
5	5	5	4	5
All	32	32	31	26
TOTAL	57	57	52	47
		100.00%	91.23%	82.46%

Roads

Open Space

COMM. DIST.	Overall WO's from public & staff	Overall WO Issued from public & staff	Overall WO Closed from public & staff	Request from public only	On-time request from public only
1	30	30	28	18	15
2	34	34	34	6	6
3	72	72	62	20	12
4	54	54	54	5	5
5	60	60	56	11	7
All	2	2	1	1	0
TOTAL	252	252	235	61	45
		100.00%	93.25%		73.77%

COMM. DIST.	REQUESTS	ISSUED	WORK ORDER CLOSED	WORK ORDER ISSUE ASSESSED ON TIME
1	24	24	24	24
2	15	15	15	14
3	13	13	13	13
4	8	8	8	8
5	9	9	9	9
All	9	9	8	8
TOTAL	78	78	77	76
		100.00%	98.72%	97.44%

Traffic

COMM. DIST.	Overall WO's from public & staff	Overall WO Issued from public & staff	Overall WO Closed from public & staff	Request from public only	On-time request from public only
1	15	15	14	1	1
2	7	7	7	0	0
3	8	8	8	0	0
4	3	3	3	0	0
5	8	8	7	1	1
All	8	8	6	1	1
TOTAL	49	49	45	3	3
		100.00%	91.84%		100.00%



SANTA FE COUNTY

Capital Project Status Update (As of 10/13/2015 8:04:05 AM)

PW ProjectNbr	Project Name	Nature of Procurement	% Comp	District	Project Budget	Over/ Under	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Project Manager
1 7122	Highway 14 Senior/Community Center	Acquisition	10	3	\$350,000.00	0%		11/5/2012	8/28/2015	Agnes Leyba-Cruz
2 0718	Replace Existing Garage Doors in Fleet Maintenance Building	Construction	15	2	\$115,000.00	0%		8/31/2015	12/31/2015	Brad Isaacson
3 0725	Improve Nancy Rodriguez CC Access and Parking	Construction	5	2	\$300,000.00	0%		8/3/2015		Brad Isaacson
4 0759	Plan and Design Improvements to the Santa Fe County Fairgrounds			1 2 3 4 5	\$610,000.00	0%		12/16/2014		Brad Isaacson
5 2219	Renovate Old Judicial Courthouse Redevelopment	Design	10	1 2 3 4 5	\$475,000.00	0%		8/14/2015	8/31/2016	Brad Isaacson
6 6208	Improve Public Works Facility	Design			\$1,170,373.00	0%		9/30/2015	7/29/2016	Brad Isaacson
7 7123	District Attorney Complex Energy & Accessibility Upgrades	Design	70		\$850,000.00	0%		12/21/2012	3/31/2015	Brad Isaacson
8 0132	Perform design an all weather crossing for Pinon Hills Subdivision in SFC	Design	85	2	\$50,000.00	100%	\$49,961.34	11/3/2014	9/25/2015	Chuck Vigil
9 0696	Avenida Amistad	Construction	0	5	\$100,000.00	0%		6/6/2016		Chuck Vigil
10 0798	Design Old Santa Fe Trail Multimodal	Construction	15	4	\$1,078,036.08	0%		10/19/2015	12/30/2015	Chuck Vigil
11 6167	CR 54 Los Pinos Road All Weather Structure Design	Construction	95	3	\$726,000.00	15%	\$107,269.21	4/4/2016	10/28/2016	Chuck Vigil
12 6181	NE-SE Connectors Location Study	Plan	75	5	\$500,000.00	91%	\$454,133.49	2/4/2013	9/30/2016	Chuck Vigil
13 6182	CR 55A General Goodwin Rd Design Upgrade	Design	75	3	\$100,000.00	79%	\$79,452.43	9/23/2013	12/31/2015	Chuck Vigil
14 6197	Vista Randonda Drainage and Road Paving Design	Construction	15	1	\$600,000.00	81%	\$486,564.85	8/24/2015	12/31/2015	Chuck Vigil
15 6202	Design drainage and roadway improvements on County Road 84 D	Design	60	1	\$80,000.00	49%	\$39,526.54	5/21/2014	10/30/2015	Chuck Vigil
16 6209	Upgrade Rancho Alegre's Subdivision Road up	Construction	100	3	\$264,335.00	90%	\$237,815.50	6/15/2015	9/30/2015	Chuck Vigil
17 6215	Glorieta Estates Chip Seal		0	4	\$200,000.00	0%		6/6/2016		Chuck Vigil
18 6216	Alamo Lane	Construction	0	2	\$20,000.00	0%		5/16/2016		Chuck Vigil
19 9692	CR67F La Barbara Drainage and Road Paving Design	Design	60	4	\$100,000.00	16%	\$16,197.08	12/16/2013	12/31/2015	Chuck Vigil



SANTA FE COUNTY

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PW ProjectNbr	Project Name	Nature of Procurement	% Comp	District	Project Budget	Over/ Under	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Project Manager
20	6198	Programming for Drainage and Roadway Improvements on County Road 89.	95	1	\$233,000.00	35%	\$80,629.59	2/12/2014	12/18/2015	Chuck Vigil / Paul Kavanaugh
21	6199	Programming for Drainage and Roadway Improvements on County Road 89 C	98	1	\$652,137.00	22%	\$141,283.83	3/28/2014	12/18/2015	Chuck Vigil / Paul Kavanaugh
22	0182	Road Improvements of all roads listed in 2015 Phase 2 of annexation. Agua Fria Project, Geo Lane, Town, Country Subdivision, Caja de Oro and Jeme	90		\$1,000,000.00	79%	\$789,576.59	9/22/2014	11/27/2015	Chuck Vigil
23	6159	Upgrade County Road 50A - Camino San Jose	50	3	\$178,000.00	49%	\$87,220.76	10/10/2014	5/15/2015	Chuck Vigil
24	6206	Upgrade Spruce Road Improvements	95	5	\$217,277.00	79%	\$171,383.08	6/22/2015	7/30/2015	Chuck Vigil
25	6207	Upgrade Race Track Subdivision Chip Seal	10	3	\$317,134.00	0%			11/20/2015	Chuck Vigil
26	0732	Romero Park	60	2	\$1,000,000.00	93%	\$925,159.97	4/6/2015	11/23/2015	Colleen Baker
27	0736	Design Pojoaque Valley Recreation Complex - Phase II	11	1	\$28,890.47	100%	\$28,890.47	8/1/2015	11/30/2015	Colleen Baker
28	1472	Rio Quemado Watershed Restoration	10	1	\$310,410.00	98%	\$304,763.08	10/15/2015	3/31/2016	Colleen Baker
29	7120	Santa Fe River Greenway: Wayside Exhibit Planning, Design, Fabrication	95	2	\$84,841.50	99%	\$83,894.90	7/1/2012	9/30/2015	Colleen Baker
30	7701	Arroyo Hondo Trail	22	5	\$470,572.00	94%	\$442,524.00	12/13/2012	11/27/2016	Colleen Baker
31	7706	ML Chalchihuitl	50	3	\$988,499.00	5%	\$52,859.35	8/1/2012	6/30/2016	Colleen Baker
32	7707	Construct Santa Fe Rail Trail Segment 4	7	4 5	\$508,527.00	0%		12/7/2015	8/30/2016	Colleen Baker
33	7707	Acquire Santa Fe Rail Trail Segment 6	1	5	\$118,267.76	0%				Colleen Baker
34	7711	Thomson Ranch Open Space	50	3	\$594,564.00	100%	\$592,951.31	3/3/2014	6/30/2016	Colleen Baker
35	7732	Agua Fria Gateway Monuments	98	2	\$83,846.00	87%	\$72,543.01	5/4/2015	9/30/2015	Colleen Baker
36	7733	Design and Construct El Camino Real Buckman Road Segment Relacement Trail	13	2	\$4,296,000.00	100%	\$4,294,170.41	6/10/2015	4/30/2018	Colleen Baker
37	7707	Santa Fe Rail Trail Segments 2-3	98	4 5	\$1,148,870.77	99%	\$1,140,274.90	9/15/2014	8/10/2015	Colleen Baker / David Padilla



SANTA FE COUNTY

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PW ProjectNbr	Project Name	Nature of Procurement	% Comp	District	Project Budget	Over/Under	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Project Manager
38 0736	Pojoaque Valley Recreation Complex	Construction	98	1	\$1,444,074.28	96%	\$1,384,011.49	1/28/2014	7/29/2015	Colleen Baker / Joseph Martinez
39 0753	Solanza Ken & Patty Adam Senior Center	Construction		5	\$100,000.00	0%				Craig O'Hare
40 8011	Install solar electric system at the Pojoaque Fire Station	Construction	15	1	\$36,400.00	88%	\$31,982.00		10/30/2015	Craig O'Hare
41 8011	Install Solar Electric System at Turquoise Trail Fire Station	Construction	15	5	\$25,328.00	100%	\$25,328.00	5/29/2015	10/15/2015	Craig O'Hare
42 8011	Install Solar Electric System on Arroyo Hondo #2 Fire	Construction	15	4	\$30,379.00	100%	\$30,379.00	5/29/2015	10/15/2015	Craig O'Hare
43 0133	Madrid Fire Protection Upgrades	Plan	33	3	\$15,000.00	0%		3/2/2015	6/1/2016	David Madrid
44 1410	3 Master Meters Construction Phase	Construction	5	2 5	\$150,000.00	57%	\$85,000.00	9/1/2015	12/1/2015	David Madrid
45 1444	Agua Fria Utilities Plan	Plan	5		\$80,000.00	0%				David Madrid
46 1449	Design TL6S Water Transmission Line	Design	60	4 5	\$333,080.30	100%	\$333,080.30	2/17/2012	7/1/2015	David Madrid
47 1457	Design La Cienega Water Line Improvements	Design	90	3	\$300,000.00	17%	\$51,360.00	1/8/2014	7/31/2015	David Madrid
48 1473	Quilt - Bar Screen Replacement/Upgrade	Construction	95	5	\$400,000.00	32%	\$128,250.00	6/15/2015	8/21/2015	David Madrid
49 1473	Quilt - Solid Waste Removal	Plan	10	5	\$100,000.00	38%	\$38,000.00	6/1/2015	10/1/2015	David Madrid
50 1473	Quilt Water Reclamation Plant - Treatment Improvements	Construction	85	5	\$500,000.00	17%	\$85,000.00	1/1/2014	12/25/2015	David Madrid
51 1474	Old Santa Fe Trail TL2N Waterline	Construction	5	4	\$1,110,000.00	0%		9/1/2015	1/1/2016	David Madrid
52 1474	Design Lamy Junction Water Transmission Line	Design	60	4 5	\$411,368.96	100%	\$411,368.96	1/1/2016	9/1/2016	David Madrid
53 1487	UDV Waterline Construction Reimbursement	Other	25	4	\$367,907.00	100%	\$367,907.00	2/2/2015	11/27/2015	David Madrid
54 1489	Design Vista Aurora Sewer System	Plan	0	2	\$102,000.00	0%			12/25/2015	David Madrid
55 1860	ADF Booking/Medical Expansion	Plan		1 2 3 4 5	\$375,000.00	0%		9/1/2015	12/25/2015	David Madrid
56 1860	Design ADF Influent Screen	Plan	75	5	\$200,000.00	15%	\$30,000.00	3/20/2015	12/1/2015	David Madrid
57 0135	Improvements of trails for the Eldorado Community Improvement Association	Construction	100	5	\$130,000.00	98%	\$128,000.00	7/21/2015	9/25/2015	David Padilla



SANTA FE COUNTY

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PW ProjectNbr	Project Name	Nature of Procurement	% Comp	District	Project Budget	Over/Under	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Project Manager
58 0775	Women's Health / Senior Services Renovation	Construction	10	2	\$167,256.00	0%		9/28/2015	1/21/2015	David Padilla
59 7121	Stanley Cyclone Center Arena	Construction	10	3		0%	\$164,681.90	6/2/2016	5/18/2016	David Padilla
60 1477	Chupadero Acquisition	Acquisition		1	\$482,656.00	0%				Erik Aaboe
61 1484	Acquisition Canoncito Water System	Environmental	5	4	\$80,000.00	0%				Erik Aaboe
62 1485	Acquisition Hyde Park Estate Water System	Environmental	5	4		0%	\$19,496.00	8/25/2015	10/30/2015	Erik Aaboe
63 0718	Construct ADA Accessibility from Rodeo Road to Fair Grounds Building (s)	Construction	15	1 2 3 4 5	\$30,000.00	0%		9/7/2015	12/31/2015	Joseph Martinez
64 1860	Repair and replace recreation doors and cement on yard floors	Construction	75	5	\$137,000.00	100%	\$137,000.00	6/1/2015	9/11/2015	Joseph Martinez
65 1860	Upgrade server rooms at Adult Detention Facility and Youth Development Program	Construction	15	5	\$616,000.00	73%	\$449,291.91	10/5/2015	2/26/2016	Joseph Martinez
66 1860	Replace and Repair Stormwater catchment structures at ADF	Construction	20	5	\$64,662.00	101%	\$64,992.00	8/24/2015	11/27/2015	Joseph Martinez
67 6201	Jacana - Northern Santa Fe County Solid Waste Convenience Center	Design	90	1	\$268,498.00	0%		1/1/2016	6/30/2016	Joseph Martinez
68 0702	Replace Existing Roof at County Administration Building	Construction		1 2 3 4 5	\$160,000.00	0%		6/1/2015		PJ Montano
69 0133	La Cienega Community Center Playground	Other	10	5	\$40,500.00	98%	\$39,629.12	9/30/2015	10/23/2015	Ron Sandoval
70 0753	Construct Addition to Ken & Patty Adam Senior Center	Construction	40	5	\$1,456,963.00	94%	\$1,363,302.84	8/18/2014	11/30/2015	Ron Sandoval
71 0832	Rancho Viejo Fire - Loft Access	Design	90		\$20,000.00	0%				Ron Sandoval
72 8009	Glorieta Fire Station #2 - New Construction	Construction	5	4	\$1,433,155.00	0%		11/30/2015	10/21/2016	Ron Sandoval
73 8012	Agua Fria Fire Facility	Other	3	2	\$402,429.00	0%				Ron Sandoval
74 8013	Galisteo Fire Station Remodel	Design	3	5	\$50,000.00	0%		8/17/2015	1/21/2016	Ron Sandoval
75 0833	Edgewood Main Station Staircase	Design	90	3	\$20,000.00	0%				Ron Sandoval
76 7708	Santa Fe River Greenway Acquisition	Acquisition	40	2	\$1,814,850.60	29%	\$531,756.83	10/9/2012	10/9/2016	Scott Kaseman



SANTA FE COUNTY

Capital Project Status Update (As of 10/13/2015 8:04:05 AM)

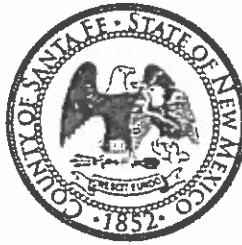
PW ProjectNbr	Project Name	Nature of Procurement	% Comp	District	Project Budget	Over/ Under	Current Contract Amount	Estimated Start Date	Estimated Completion Date	Project Manager
77	Santa Fe River Greenway: Frenchy's Field to Siler-Update Design	Design	5	2		0%		3/1/2009	12/31/2015	Scott Kaseman
78	Santa Fe River Greenway Design - El Camino Real	Design	95	2	\$412,725.85	83%	\$340,633.57	10/3/2012	12/1/2015	Scott Kaseman



Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3




Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

Via: Katherine Miller, County Manager
Bernadette Salazar, Human Resources Director 

Date: October 13, 2015

Re: HR Monthly Report for September 2015

Topic:

The HR Division provides the Santa Fe County Board of County Commission with a monthly report regarding highlighted HR information and events. The purpose of this memo is to provide you with information for the month of September.

Training and Employee Development

Throughout the month of September, HR coordinated/ conducted thirty four training sessions. Two hundred twenty employees attended these training sessions. Many of these training sessions were conducted throughout Santa Fe County at the several fire stations in order capture all fire field staff. Two tuition assistance applications were processed and approved for the total amount of \$2,729. This is a great program that provides a supportive environment for employees to obtain a job related degree.

This year's County Manager's Commit to Be Fit Challenge was a great success. We celebrated the finale with team winners September 25, 2015 in several categories, door prizes, and a great attitude about fitness, nutrition, and serving our community.

The ten week challenge began on June 15, 2015 and required participation in four categories:

- ✓ Exercise
- ✓ Nutritious eating
- ✓ Pictures
- ✓ Community Service

Each team was required to keep a daily log of their exercise minutes and their nutritious snacks and/or meals to be turned into their team captain each week who reported them to HR. We also

issued out bonus points for snapping pictures of your team eating healthy together, exercising, or serving our community. These pictures were shared on our Facebook page weekly.

This year, we also gave prizes to the team with the most creative name, which was selected by our County Employees.

Each team was given a cinch sack, headphones, and a t-shirt for simply participating, and sticking with the challenge all the way through the end!

Promotions and Recruitment

The Public Safety Department Director had three promotions during the month of September. Carlos Markman Lopez began employment with Santa Fe County October 12, 2005 as a Detention Officer and was promoted to Booking Manager. Melanie Guillen began employment with Santa Fe County June 30, 2014 as a Life Skills Worker I and was promoted to YDP Assistant Shift Supervisor. Melodie Montoya Wiuff began employment with Santa Fe County December 6, 2004 as a Life Skills Worker I and was promoted to YDP Senior Shift Supervisor. We congratulate all these employees for their great accomplishment.

Attached are the HR Statistics Report, the New Hire Report and the Labor Statistics Report for September 2015 and the list of Years of Service for Santa Fe County Employees for October 2015. If you have any questions, I can be contacted at 992-9886. Thank you.

SANTA FE COUNTY

Human Resources - Statistics - September 2015

Department	Division	Reg	Part Time	Full Time	Elected Officials	Temp	Vac	Total Positions
COUNTY MANAGER'S OFFICE	COUNTY MANAGER ADMINIS.	8		8			1	8
	COMMISSION	5		5	5			5
	HUMAN RESOURCES	11		11			1	12
	FINANCE	22		22			2	24
COUNTY MANAGER'S OFFICE Total		46		46	5		4	50
LEGAL DEPARTMENT	LEGAL ADMINISTRATION	9		9				9
LEGAL DEPARTMENT Total		9		9				9
ADMINISTRATIVE SERVICES DEPARTMENT	ADMINISTRATION	3		3				3
	INFORMATION TECHNOLOGY	16		16			1	17
	PURCHASING	5		5		1	3	8
	MAIL ROOM	1		1				1
	RISK MANAGEMENT	3		3				3
ADMINISTRATIVE SERVICES Total		28		28		1	4	32
COMMUNITY SERVICES DEPARTMENT	DWI LOCAL	8		8			1	9
	DWI TEEN COURT	2	1	1				2
	INDIGENT HOSPITAL FUND	3		3				3
	EMS-HEALTH CARE	3		3				3
	HOME FOR GOOD PROGRAM '06							
	MOBILE HEALTH FAIR VAN	4	2	2			1	5
	SENIOR PROGRAMS - ADMIN.	28		28		2	1	29
	ADMINISTRATION	3		3			1	4
	POJOAQUE SATELLITE OFFICE					1		
	EDGEWOOD SATELLITE OFFICE					1		
COMMUNITY SERVICES DEPARTMENT Total		51	3	48		4	4	55
GROWTH MANAGEMENT DEPARTMENT	LAND USE ADMINISTRATION	4		4				4
	PLANNING	8		8			1	9
	GIS	8		8			1	9
	AFFORDABLE HOUSING-COUNTY	1		1				1
	BUILDING & DEVELOPMENT	14		14			1	15
GROWTH MANAGEMENT DEPARTMENT Total		35		35			3	38
HOUSING DEPARTMENT	ADMINISTRATION	8		8			4	12
	HOUSING SECTION 8 VOUCHER	2		2				2
	HOUSING CFP - 2013	1		1				1
HOUSING DEPARTMENT Total		11		11			4	15
PUBLIC WORKS DEPARTMENT	PUBLIC WORKS ADMIN.	14	1	13			1	15
	FLEET SERVICE	4		4			5	9
	TRAFFIC ENGINEERING	6		6			1	7
	SOLID WASTE	20		20			3	23
	ROAD MAINTENANCE	33		33			9	42
	PROPERTY CONTROL	12		12			4	16
	BUILDING SERVICES	17	1	16			1	18
	PROJECT DEVELOPMENT DIV	8		8			2	10
	OPEN SPACE	5		5			1	6
	WATER	16		16			3	19
	AAMODT	1		1				1
	WASTEWATER	1		1				1
PUBLIC WORKS DEPARTMENT Total		137	2	135			30	303
PUBLIC SAFETY DEPARTMENT / FIRE	FIRE ADMINISTRATION	27		27			4	31
	FIRE REGIONS	71		71			5	76
	WILDLAND PROGRAM	3		3				3
	2015 YCC GRANT					9		
FIRE Total		101		101		9	9	110
PUBLIC SAFETY DEPARTMENT / CORRECTIONS	ADMINISTRATION	6		6				6
	ADULT FACILITY	124		124			31	155
	MAINTENANCE DIVISION	5		5			2	7
	MEDICAL SERVICES	22		22			8	30
	ELECTRONIC MONITORING	7		7			3	10
	YOUTH DEVELOPMENT FAC.	21		21			9	30
CORRECTIONS Total		185		185			53	238
RECC	ADMINISTRATION	43		43			5	48
RECC Total		43		43			5	48
PUBLIC SAFETY DEPARTMENT Total		329		329			67	396
COUNTY CLERK'S OFFICE	REPORTING & RECORDING	14	2	12	1		7	21
	BUREAU OF ELECTIONS	11		11			2	13
COUNTY CLERK'S OFFICE Total		25	2	23	1		9	34

SANTA FE COUNTY
Human Resources - Statistics - September 2015

Department	Division	Reg	Part Time	Full Time	Elected Officials	Temp	Vac	Total Positions
COUNTY TREASURER'S OFFICE	COUNTY TREASURER ADMIN.	13		13	1		1	14
COUNTY TREASURER'S OFFICE Total		13		13	1		1	14
COUNTY ASSESSOR'S OFFICE	COUNTY ASSESSOR ADMIN.	28		28	1		1	29
	PROPERTY VALUATION	12		12			1	13
COUNTY ASSESSOR'S DEPT. Total		40		40	1		2	42
COUNTY SHERIFF'S OFFICE	ADMIN/ANIMAL CNTRL/ENFORC	116		116	1		4	120
COUNTY SHERIFF'S OFFICE	REG.III DRUG ENF GRANT-A	1		1				1
	REG III-HIDTA GRANT	1		1				1
	DWI SEIZURE	1		1				1
COUNTY SHERIFF'S OFFICE Total		119		119	1		4	123
COUNTY PROBATE OFFICE	COUNTY PROBATE JUDGE				1			1
COUNTY PROBATE OFFICE Total					1			1
TOTAL		843	7	836	10	14	132	975

SANTA FE COUNTY

Human Resources - New Hires Report - September 2015

LAST NAME	FIRST NAME	MIDDLE INITIAL	DEPARTMENT	TITLE	EMP STATUS	HIRE DATE
PINA	DANIEL	B	CORRECTIONS DEPARTMENT	LIFE SKILLS WORKER I	PB	9/21/2015
CHASTAIN	CLINTON	M	COUNTY SHERIFFS OFFICE	SHERIFF DEPUTY I	PB	9/21/2015
BACA	MADELINE	D	COUNTY TREASURERS OFFICE	TAX CASHIER II	PB	9/4/2015
JACKSON	ROB	T	GROWTH MANAGEMENT DEPARTMENT	G.P.S. TECHNICIAN	PB	9/23/2015
KELLEY	MICHAEL	K	PUBLIC WORKS DEPARTMENT	PUBLIC WORKS DEPT DIRECTOR	E	9/7/2015
ALCARAZ	MARIO	A	PUBLIC WORKS DEPARTMENT	VEHICLE MECHANIC	PB	9/8/2015

LABOR STATISTICS FOR SEPTEMBER 2015

Union Status		Percentage of Union Status		Percentage of Employees Paying Union Dues	
AFSCME Employees	244	AFSCME Employees	28.94%	AFSCME Employees	45
NMCPDSO (Sheriff) Employees	70	NMCPDSO (Sheriff) Employees	8.30%	NMCPDSO (Sheriff) Employees	48
AFSCME (Corrections) Employees	83	AFSCME (Corrections) Employees	11.03%	AFSCME (Corrections) Employees	50
AFSCME (Medical) Employees	7	AFSCME (Medical) Employees	0.83%	AFSCME (Medical) Employees	4
NMCPDSO (RECC) Employees	28	NMCPDSO (RECC) Employees	3.32%	NMCPDSO (RECC) Employees	12
IAFF (Fire) Employees	69	IAFF (Fire) Employees	8.19%	IAFF (Fire) Employees	68
Total Number of Union Employees	511	Total Percentage of Union Employees	60.62%	Total Number of Employees Paying Dues	227
Non-Union Employees	332	Non-Union Employees	39.38%		
Total Number of Employees	843		100%		

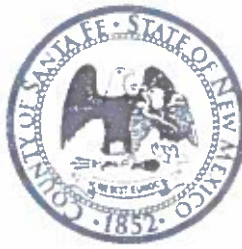
Paying Members



Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

Via: Katherine Miller, County Manager
Bernadette Salazar, Human Resource Director *BS*

Date: October 13, 2015

Re: Recognition of Years of Service for Santa Fe County Employees for October 2015

Santa Fe County initiated a years of service recognition program in July of 2014. This program recognizes employees on a monthly basis who have completed years of service in five year increments. Santa Fe County recognizes the value of employee retention. It is important that we express our appreciation to those employees who contribute to the County and choose to make their career with us. Employees receive a service pen with the years of service listed.

For the month of October 2015, the following employees will be recognized:

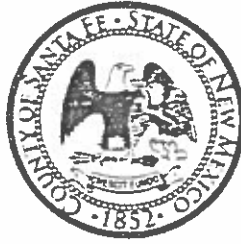
Employee Name	Department/Office	Title	Years of Service	Hire Date
Roberta Herzenberg	PSD / Corrections Medical Services	Therapist	10	10/02/2005
Alfonso Gallegos	Assessor's Office	Appraiser Sr.	10	10/03/2005
Lisa Garcia	CSD/ Senior Program	Dept. Administrator	10	10/03/2005
Gerald Vigil	Assessor's Office	County Assessor	10	10/03/2005
Rita Archuleta	PSD / Corrections	Sergeant	10	10/12/2005
Danny Ray Campos	PSD / Corrections	Sergeant	10	10/12/2005
Victoria DeVargas	PSD / Fire	Fire Protection Specialist I	10	10/12/2005
Wade Ellis	PSD / Corrections	Captain	10	10/12/2005

Moises Gallegos	PSD / Corrections	Lieutenant	10	10/12/2005
Patrick Gomez	PSD / Corrections	Booking Clerk	10	10/12/2005
Lisa Leiding	PSD / Corrections Medical Services	Registered Nurse Administrator	10	10/12/2005
Carlos Markman- Lopez	PSD / Corrections	Booking Manager	10	10/12/2005
Anthony Ortega	PSD / Corrections	Sergeant	10	10/12/2005
Robert Ortiz	PSD / Corrections	Volunteer Svcs. Program Coordinator	10	10/12/2005
Francilla Perez	PSD / Corrections	Corporal	10	10/12/2005
Joey Romero	PSD / Corrections	Corporal	10	10/12/2005
Edward Roybal	PSD / Corrections	Captain	10	10/12/2005
Maria Roybal	PSD / Corrections	Accounting Technician	10	10/12/2005
Louis Sanchez	PSD / Corrections	Maintenance Technician	10	10/12/2005
Daniel Solis	PSD / Corrections	Sergeant	10	10/12/2005
Charlie Valdez	PSD / Corrections	Lieutenant	10	10/12/2005
Serlo Vigil	PSD / Corrections	Sergeant	10	10/12/2005
Dorothy Vigil	CMO / Finance	Accounting Technician	10	10/24/2005
Marcie Vialpando	Assessor's Office	Assessment Specialist II	10	10/31/2005
Robert Martinez	PWD / Transportation	Division Director	20	10/10/1995

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: October 14, 2015

To: Board of County Commissioners

From: Jeff Trujillo, ASD Director *497*

Via: Katherine Miller, County Manager

Subject: **Administrative Services Monthly Report – September 2015**

Below is an informational report in regards to the Administrative Services Department for the month of September 2015.

Information Technology (Santa Fe County IT Division)

Work Orders/Technical Support																	
All IT requests are captured using a work order tracking system located on SharePoint.		315 work orders were completed/resolved in September 2015.															
Systems and Network Uptime																	
<table><tr><th colspan="3">September Unscheduled Downtime</th></tr><tr><th>Date</th><th>Description</th><th>Hours</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td>Total</td><td></td></tr></table>		September Unscheduled Downtime			Date	Description	Hours								Total		Q1 FY 2016 Actual: 100% Q2 FY 2016 Actual: TBD FY 2016 YTD: 100%
September Unscheduled Downtime																	
Date	Description	Hours															
	Total																

Legal

Legal has processed 161 contracts, 33 resolutions, and reviewed or drafted (or participated in drafting) 1 ordinance this fiscal year.

Mailroom

The mailroom processed the following in the month of September: 3,212 item(s) totaling: \$ 2,296.56.

Number	Name	Items	Value
1	Co. Manager	11	\$5.34
2	Human Resources	31	\$109.45
3	Fire Department	417	\$216.77
4	Finance/Payroll	546	\$278.41
5	Utilities (Water Resources)	40	\$19.62
6	Public Works	12	\$15.59
7	Land Use	1156	\$471.74
8	Housing	3	\$2.12
9	Indigent/HAP	2	\$0.97
10	DWI	26	\$12.61
11	MCH	0	\$0.00
12	PFMD	0	\$0.00
13	Clerks	111	\$79.06
14	Elections	397	\$192.55
15	Assessors	37	\$161.28
16	Treasurers	149	\$402.35
17	Probate Judge	0	\$0.00
18	Attorney or Legal	38	\$37.75
19	Sheriff	138	\$229.01
20	Corrections Admin	0	\$0.00
21	Home for Good Program	0	\$0.00
22	Purchasing	11	\$12.16
23	PW-Solid Waste	0	\$0.00
24	Care Connection	0	\$0.00
25	HHS Admin	33	\$21.67
26	Sobering Center	0	\$0.00
27	Adult Jail	0	\$0.00
28	Teen Court	5	\$2.43
29	ASD	2	\$0.97
30	E-911	0	\$0.00
31	RECC	3	\$1.68
32	Senior Services	0	\$0.00
33	YDF	1	\$0.49
34	Natural Resources	0	\$0.00
35	Affordable Housing	0	\$0.00
36	Section 8	43	\$22.54
37	COMMISSION	0	\$0.00

Purchasing

554 Purchase Orders were processed in September: \$ 7,424,939.08 Encumbered

\$ 1,739,698.94 Expended

The following procurement activities were performed by 2 Procurement Specialists, Senior and the Procurement Manager in September:

60 Active Procurements, Solicitations or Contract Processes, Including, but not limited to RFP's, LOI's, IFB's, Quotes, Grants, Leases, Price Agreements, On-Call Services, Easements, MOU's, Amendments and Change Orders. NOTE: Beginning in July, the Purchasing Division experienced a 50% reduction in force. The Division is currently at 40% reduction in force. One position has been filled beginning October 19 and we are currently in the hiring process for two (2) Procurement Specialist vacancies.

Current Solicitations to Date (October 2, 2015):

IFB's	5
RFP's	5
DOE's	1
Sole Source	3

Risk Management

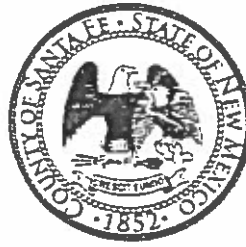
Number of Fire Safety Inspections	55
Number of Facility Inspections	19
Number of Road Inspections	8
Number of Worker's Compensation Processed	0
Number of Employees out on Worker's Comp	0
Number of RAP Lessons	4
Number of County Involved Auto Accidents	1
Number of Century Link Cut Cables	2
Number of Safety Trainings	7
Number of Evacuation Drills	7
Number of New Employee Orientations	2

JT/mv

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Santa Fe County Board of County Commissioners

Through: Katherine Miller, County Manager

From: Patricia Boies, Health Services Division Director, Community Services Department

Date: October 14, 2015

Re: Community Services Monthly Report

Community Operations

The Pojoaque Recreation Complex ribbon-cutting took place on Sunday, September 27, 2015. Remarks were made by Commissioner Roybal, Representative Carl Trujillo, Jon Paul Romero from the Pojoaque Valley Schools, and Diane Baros, Pojoaque Soccer League President. Also attending were Representative Jim Trujillo, County Clerk Geraldine Salazar, Deputy County Clerk Vicki Trujillo and Deputy Manager Tony Flores. The Mobile Health Van and DWI staff participated as well.

Discussions continue on the capital outlay for the County Fair/Fairgrounds. Meetings have begun to focus on the possible building of a new County Extension Office.

We put out an advertisement for new trustees at all community centers. The deadline to respond is October 16th.

Imagination Library has 850 children enrolled to receive the free monthly books.

To celebrate National Public Lands Day, Santa Fe County unveiled the first of five new trailhead signs purchased with a grant through New Mexico Tourism Department and funding from New Mexico Clean and Beautiful. The new signs highlight Santa Fe County trails that weren't included on older signs. About 50 people attended the dedication at the Sierra del Norte trailhead, including Santa Fe County and City representatives and Senator Udall's office.

Health Services

A special community meeting of the Health Policy and Planning Commission was devoted to the Department of Health's proposed "health system innovation" design, which was presented by Tres Schnel of DOH. Over 50 people participated and, through small group discussions, provided feedback.

The Mobile Health Van provided screenings at several September community events, often jointly with the DWI program. We are working more closely to integrate the van with activities of all the divisions within CSD.

The Mobile Crisis Response Team of PMS is being used by law enforcement at both the city and County, who have expressed appreciation about the service provided, including in press coverage in the *Santa Fe New Mexican*.

We are working on the sole-source procurement contract for the NM Dental Foundation to provide outreach services, planning and implementation of the New Mexico Mission of Mercy free dental care event in April 2016.

As part of the Early Childhood Steering Committee, we are participating in an early childhood summit organized by the Santa Fe Community Foundation, to be held at the Convention Center in November.

Dede Feldman is conducting research and investigation on how County Fire may assist in meeting health care goals, and we are looking forward to her report.

Together with the Food Policy Council, we're involved in organizing the World Food Day celebration on October 16 at the County Fairgrounds, to include conversations about gardening and farming, bringing fresh local food to school cafeterias, and a local chefs' "pop-up potluck." All events are free; David Sunberg, Food Policy Council member and head of Blue Corn Brewery, is spearheading the chefs' participation.

Senior Services

For the period July through September, Senior Services provided 10,410 congregate meals and 14,876 home-delivered meals, and 2,156 units of transportation.

We are in the process of responding to AAA's four-year area plan. The response is due October 30, 2015, for services in FY 2017-2020.

Community Safety

The DWI program participated in numerous community events in September, allowing us to work directly with the general public to raise awareness of the dangers and consequences of drinking and driving. Events included Recovery Day, the opening of the City's SWANN Park, the ribbon-cutting for the Pojoaque Recreation Complex, and Santa Fe County Fire Department Community Safety day.

Working closely with law enforcement, the DWI program assisted with organizing checkpoints and saturation patrols. Ten DWI checkpoints and one saturation patrol were conducted in September.

The Drug Take Back event that took place on September 26, 2015 yielded three full boxes of unused medication. The DWI program is awaiting final weight totals collected, data to be provided by the Drug Enforcement Agency

Teen Court completed a mural at Harley Davidson off Rodeo Road. Many motorcyclists and community members expressed appreciation for the artwork while it was underway. We are planning a community unveiling on Sunday October 25th.

The annual teen attorney training was successful, with 31 youth in attendance, trained by local professional attorneys who have extensive experience in defense and prosecution. This year, youth came from The Academy for Technology and the Classics, Capital High, Desert Academy Santa Fe High, St. Michaels High, and Santa Fe Preparatory School. These youth will continue to receive hands on training and may later be offered a paid summer internship.

Teen Court is continuing work on the program evaluation and hopes to share the information with the community in the new year.

MINUTES OF THE
SANTA FE COUNTY
HEALTH POLICY & PLANNING COMMISSION

September 4, 2015

Santa Fe, New Mexico

I. This regular meeting of the Santa Fe County Health Policy & Planning Commission (HPPC) was called to order by Chair Judith Williams at 9:04 a.m. on the above-cited date at the Santa Fe County Community Services Department conference Room, 2052 Galisteo Street, Santa Fe.

II. The following members were present:

Members Present:

Judith Williams, Chair
John Abrams
AnnaMaria Cardenalli
Vivian Heye
Bonnie Keene
Carolyn Roberts
Kim Straus
Reena Szczepanski
Anna Voltura

Member(s) Absent:

Don Reece [excused]

County Staff Present:

Patricia Boies, Director, Health Services Division
Rachel O'Connor, Director, Community Services Department
Kyra Ochoa, Health Care Assistance Program Manager
Tony Flores, Deputy County Manager
Kati Schwartz, Mobile Health Van Nurse
Ken Martinez, Santa Fe RECC

Others Present:

Harold Mermelstein, CARE Connection
Julian E. Duran, Blue Cross Blue Shield
Shirlee Davidson, Former HPPC Commissioner
Jay Jolly, La Familia Medical Center
Connie Fiorenzio, Nurse Advice New Mexico
Krista Kelley, Motiva Corporation
Robert Apodaca, Motiva/Nurse Advice
Betty Sisneros Shover, NAMI

III. Introductions

Those present introduced themselves.

VI. Matters of Public Concern

None were presented.

VII. Presentations

Community Services Department Director Rachel O'Connor said at the last HPPC meeting there was discussion of a community re-entry out-of-the jail program which is now moving forward in terms of bolstering the internal system at the jail as well as instituting a "warm handoff" in the community especially for those with disabling mental illness. HPPC also discussed funding HUGS (high utilizer group services) with CHRISTUS St. Vincent and the County has requested that they provide specific emphasis to people with high needs coming out of the jail and transitioning back into the community. The Nurse Advice Hotline was also mentioned and preliminary discussions have begun with RECC Director Martinez and the hotline representatives. More groundwork needs to be done before anything is established, and she thanked those present.

A. Nurse Advice Hotline

Connie Fiorenzio, Nurse Advice, said the group was in its tenth year of operation and was in development for over five years prior to this anniversary. The hotline was established by a community board of safety net providers. A feasibility study revealed that staffing aligned with New Mexican nurses to serve New Mexicans was a good way to help increase access to care for people.

The Nurse Advice Hotline operates around the clock 24/7 and is staffed by registered nurses with three medical assistant call screeners to help front-load some of the calls. Only registered nurses can conduct telephone triage. They use an evidence-based protocol within an algorithm for serving the callers. Recommendations from the nurses include that the caller see a physician within 24 hours, or go to urgent care, with the largest recommendation being self or home care with care advice. In addition to triage, which is 80 percent of the call service, other calls are resource and referral information. The hotline is also available to assist the Department of Public Health in times of pandemic and epidemic outbreaks. The hotline has a database of over 1.4 million people statewide and data mines every 24 hours from the triage data of symptoms, thus assisting in locating outbreaks.

The program currently employs 41 New Mexico registered nurses and three call screeners. Ms. Fiorenzio said they were the only model nurse advice line of its kind in the country and are a public/private collaborative model. They partner with DOH and they are able to service the uninsured equitably and have 28 private partners including health plans and community health centers, physician groups, and hospitals throughout the state.

Ms. Fiorenzio said the Nurse Advice Hotline safely diverts 65 percent of their calls from the ER to a lower, more appropriate level of care.

Regarding the County's interest in assisting in 911 calls, Ms. Fiorenzio said some calls come into 911 that do not require emergency dispatch. Twelve cities throughout the country have implemented a model where dispatch continues as usual unless the call falls under a lower "omega" category. Rather than dispatching they offer the caller the service of a nurse. The savings are substantial to the cities. The data has shown a high level of caller satisfaction and no adverse outcomes.

Telephone triage is a unique skill that requires nursing intuition and clinical judgment. The guidelines provide an algorithm to ensure that what needs to be covered is. Ms. Fiorenzio said most of their nurses have over 20 years of experience and there is a four to six week orientation. She discussed how nurses can work out of their homes.

Commissioner Straus mentioned that the New Mexico Child Abuse Prevention Partnership at UNM has been discussing a nurse helpline and he asked whether they would serve as an outlet for stressed parents. Ms. Fiorenzio said they have discussed this with UNM and they currently take these calls but are not prepared to advertise for that service.

Ms. O'Connor asked about the process with 911 and liability issues. Ms. Fiorenzio said the 911 dispatch process would not be disrupted with the nurses only receiving lower level acuity "omega" calls. The caller would receive the option of talking to a nurse or not. They use very conservative modes and she was unaware of any bad outcomes. She added that the nurses will conduct two follow-up calls on the 911 triage patients.

Krista Kelly, Nurse Advice Hotline, said there are options for setting up nurses within the 911 program, whether co-located or remotely. There will be a dedicated 911 nurse line. 92 percent of their calls are answered within 30 seconds and Ms. Fiorenzio emphasized the 911 transfer calls would come through a dedicated line and queue. Other cities using nurse hotlines within their 911 system include Richmond, VA, Philadelphia, PA, Reno, NV, Salt Lake City, UT, Seattle, WA, and Ft. Worth, TX. Local nurse vendors are the preference.

Ms. Fiorenzio outlined the protocol for a suicide call. While there are no questions regarding income, the caller may be referred to the insurance exchange. Data of that nature, including insurance information, may be collected during a follow-up call. In regards to eligibility, Ms. Boies noted that the Santa Fe County Health Care Assistance Program covers the gap for individuals who do not qualify for Medicaid and are uninsured.

UNM has offered to provide analysis of the outcomes of any pilot program where 911 would funnel calls to Nurse Advice Hotline. The Hotline has the ability to set up appointments with providers and book it then.

IV. Approval of Agenda

Commissioner Roberts moved to approve and Commissioner Abrams seconded. The motion to approve the agenda passed without opposition.

V. Approval of Minutes

August 7, 2015: Commissioner Roberts moved approval as submitted. Commissioner Abrams seconded and the motion to approve the August minutes passed without opposition.

VIII. Matters for the Commission and Staff

A. Mobile Health Van Update

Kati Schwartz, Mobile Health Van Nurse, distributed the van's schedule, health screening information, and information about the number of visitors at the different sites – senior centers, City and County housing centers, libraries. She reported the van would be serving as the first responder at a 5k run.

Ms. Schwartz said she attended harm reduction training in Albuquerque and has been able to obtain Narcan to carry on the van for her use. Commissioner Heye mentioned that Santa Fe Mountain Center is a good resource in the northern part of the County. The van participated at the County Fair in partnership with Santa Fe County's Health Care Assistance Program.

Ms. Schwartz said she would be attending the Mobile Health Clinics Association conference and is excited to see the growth in the clinics. Physicians, nurses and specialists are going into mobile health clinic work.

Ms. Schwartz said she felt lucky and proud to have her job with Santa Fe County and offered a few stories about the van.

Commenting that there is not one medical facility in the Hopewell neighborhood, Commissioner Straus suggested the van include it within their schedule. Ms. Boies said the van has been in the area in the past and would consider including it.

Former Commissioner Davidson said she participated on the search committee for a nurse and said Ms. Schwartz is exactly the person they were looking for. She was particularly pleased that data was being collected which will improve Santa Fe County's potential for funding sources.

Betty Sisneros Shofer, NAMI, commended Ms. Schwartz for her outreach on mental health issues.

B. Directors' Reports

Ms. O'Connor said the Community Services is partnering with County Fire Department and released an RFP to assist in looking at potential ways the department can assist Health Services and the Community Services Department in meeting goals within the Health Action Plan. Dede Feldman was hired for this contract. Ms. Feldman will be researching existing models with the pros and cons and what could be within the County. Ms. Feldman will be attending an HPPC meeting and talking with Commissioners.

Ms. O'Connor reported that NM DOH released a report on the number of overdose fatalities in 2014 revealing a 19 percent statewide increase from 2013 and 2014. She acknowledged it is alarming, disappointing and disheartening to see NM shift so drastically within a one-year period. Reducing drug overdose is a goal within the *Health Action Plan* and Santa Fe County has many projects going on to that end. Santa Fe County numbers may have gone down this past year; she was unsure when formal numbers would be released by DOH.

Commissioner Heye said it was particularly important to ascertain where the overdoses in Santa Fe County have occurred, having ramifications for the mobile health van and where Narcan is available. She encouraged staff to ask for the location of the overdose as well whether it was prescription, illicit, or a combination. Epidemiology will be able to provide that data and it is important for physicians to know.

Ms. O'Connor said Shelly Moeller recently provided a report on drug use that may be of interest to HPPC and DOH.

The DOH Harm Reduction Program tracks overdose reversals, stated Commissioner Heye.

Ms. O'Connor said last week marked the first delivery of bulk food to seniors in Santa Fe County. This is a small pilot/partnership between Santa Fe County and Feeding Santa Fe, with 20 seniors involved. The bulk food will be distributed weekly to homebound seniors. The question is how to ensure that seniors most in need are getting what they need. She lauded the County in that all the divisions are focusing on addressing the Health Action Plan.

Imagination Library now has over 800 kids enrolled and a new RFP is being issued.

Ms. Boies reported on the contract with Santa Fe Community Foundation to develop a web-based report card for the Health Action Plan.

The Health System Innovation project that NM DOH received a grant for has held a series of meetings and Santa Fe County is involved. CMS has funded HSD and DOH to work together and propose a redesign of the health care system in New Mexico. A survey will be sent to "key informants," including HPPC Commissioners, community providers and consumers. Chair Williams will help to summarize and synthesize the information, which is due the middle of October. There was agreement to focus the HPPC's October meeting on the DOH new health system design.

Ms. Ochoa said DOH's focus for this project is the "triple aim": To have a patient-centered health care system, to be cost effective, and to be of high quality.

Chair Williams noted that this is very important for New Mexico. Commissioner Roberts remarked that she has sat on systems innovation projects for 30 years with no outcome.

Ms. Boies announced they have contracted for a Spanish-speaking translator/interpreter.

Ms. Shover distributed a 911 checklist for use when someone is in a mental health crisis. October 10th will be "Mental Health Matters" walk from the Roundhouse to the Plaza.

VIII. C. Other Matters from the Commission

Ms. Boies said that for the next HPPC meeting, DOH will conduct a presentation of their proposed health innovation system, and then the County will have tables set up with facilitators to discuss ideas. She suggested there be an HPPC Commissioner at each table. Suggestions of where to hold the meeting were made and staff offered to get back to the HPPC on date, time and location. Mr. Jolly said LFMC recently conducted an outreach assessment project with different sectors of the community, and he offered to provide materials on that.

IX. Announcements

A. Next HPPC to be announced.

X. Adjournment

This meeting was declared adjourned at approximately 11:00 a.m.

Approved by:

Judith Williams, Chair
Health Policy & Planning Commission

Respectfully submitted by:

Karen Farrell, Wordswork

DRAFT

SUBJECT TO APPROVAL

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Santa Fe Board of County Commissioners
From: Carole H. Jaramillo, Finance Division Director
Via: Katherine Miller, County Manager
Date: October 14, 2015
Re: **Financial Report for the Quarter Ending September 30, 2015**

ISSUE

The following is a report summarizing the financial activities of the County for fiscal year 2016 through the quarter ending September 30, 2015.

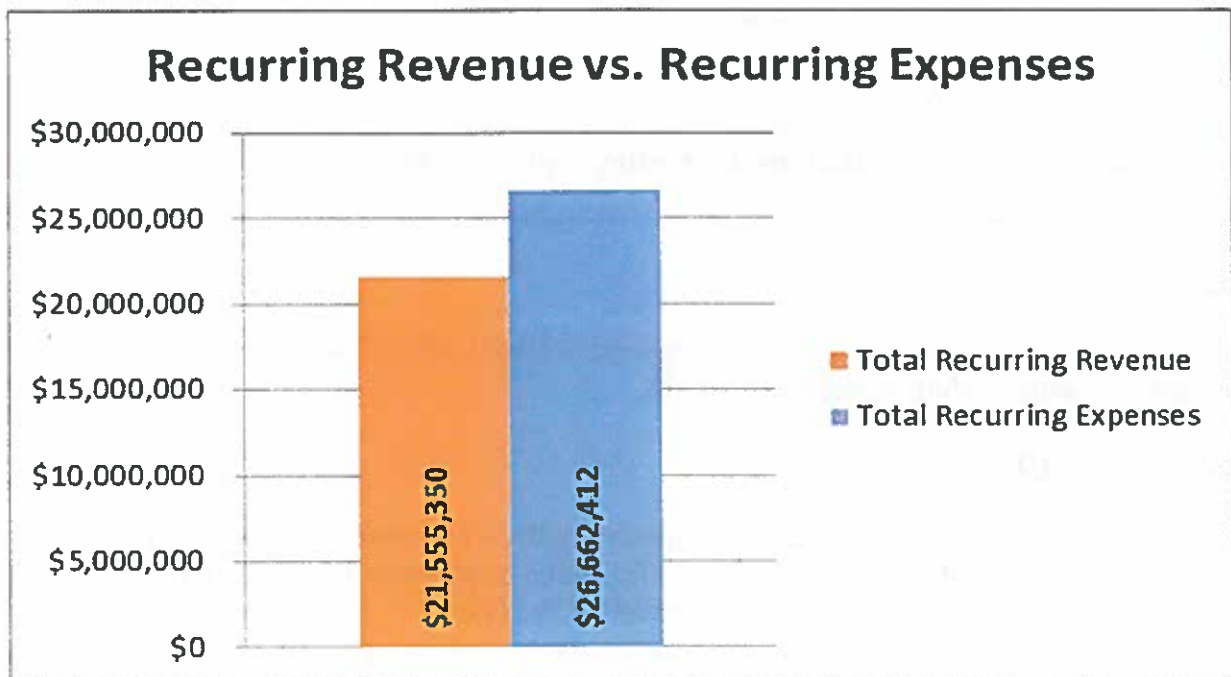
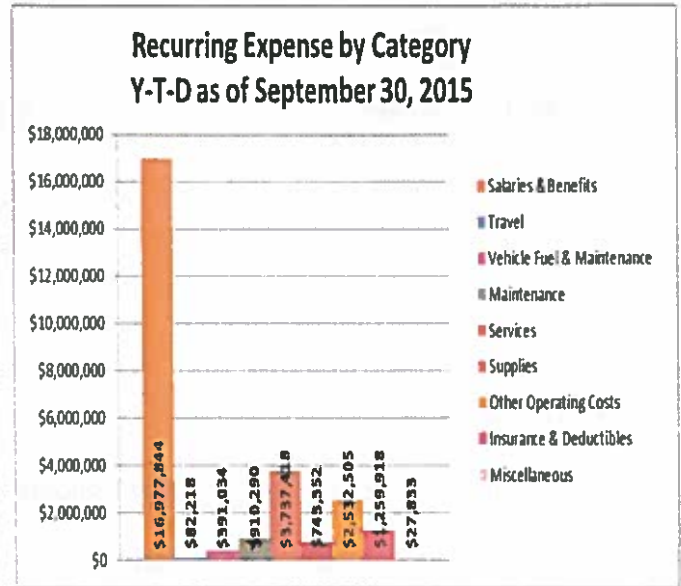
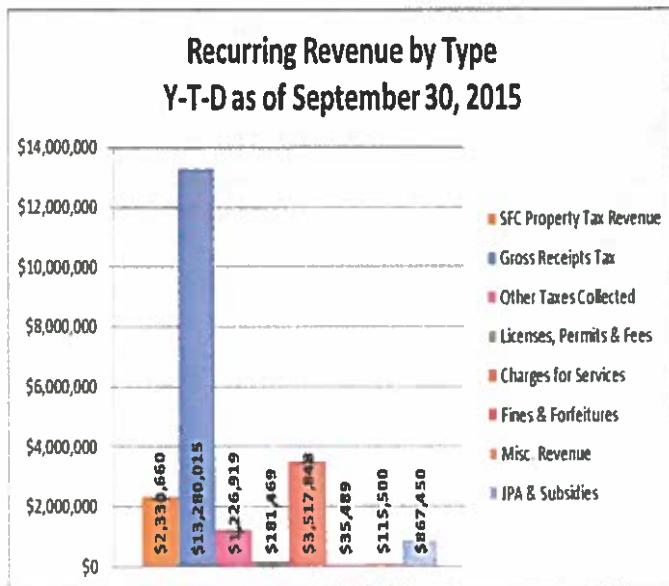
BACKGROUND

On June 9, 2015, the Board of County Commissioners (BCC) approved the County's FY 2016 Budget in the amount of \$297,946,652. The information presented in this report reflects first quarter activity from July 1, 2015 through September 30, 2015.

All Funds:

For the quarter ending September 30, 2015, the county collected a total of \$35.5 million from all revenue sources; \$21.6 million was from recurring sources. The largest portion of revenue, 47.3% was generated by taxes. Property taxes totaled \$2.3 million, gross receipts taxes (GRTs) totaled \$13.3 million, and other taxes totaled \$1.2 million. Expenditures across all funds totaled \$50.7 million for the same period. Of these expenditures, capital expenditures totaled \$4.2 million, debt service payments totaled \$18.7 million and operational expenditures totaled \$27.7 million.

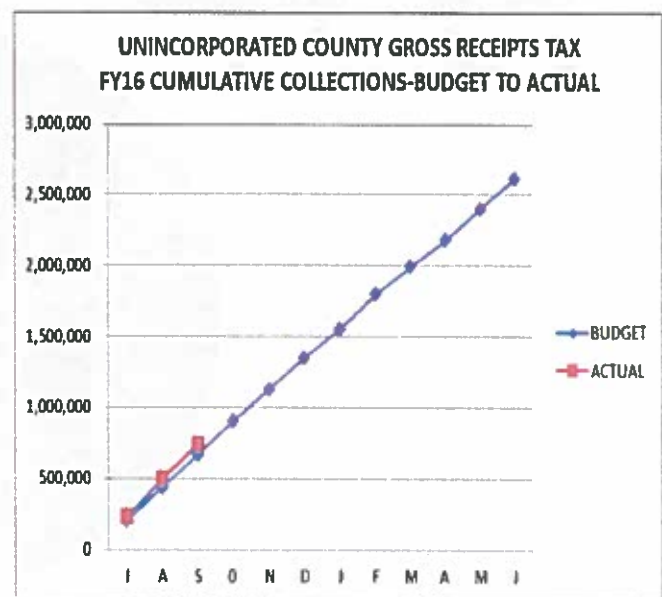
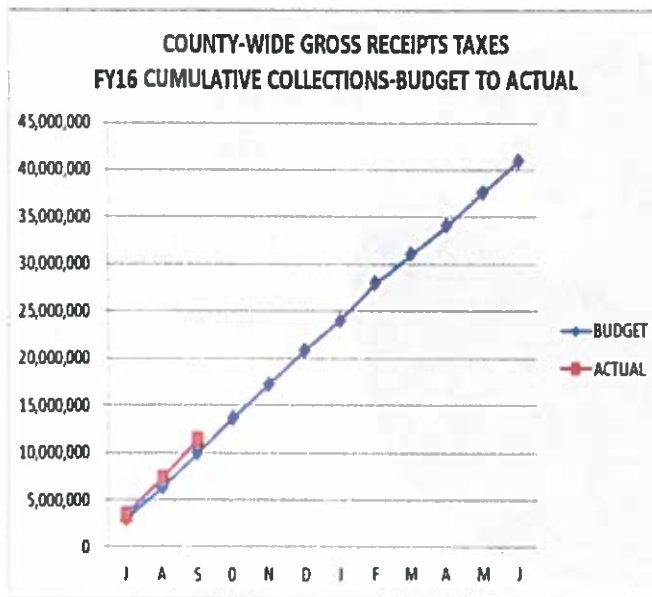
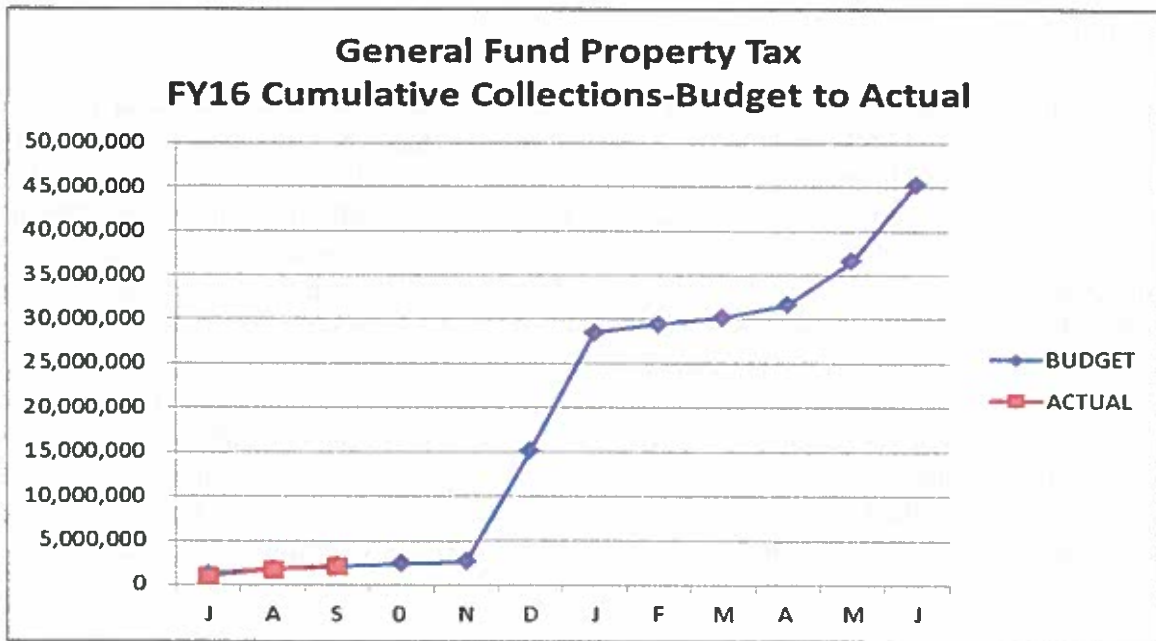
The following charts reflect recurring revenue and recurring expenses. They illustrate that the vast majority of recurring revenue comes in the form of property and gross receipts taxes and the vast majority of recurring expenses are for personnel costs; that is salary and benefits. Also shown is a chart reflecting recurring revenue as compared to recurring expenses.



It should be noted that it is expected that the recurring expenses will exceed recurring revenue at this point in the fiscal year. This is due to the cyclic nature of the collection of property taxes which increases significantly in the months of December and January, and May and June to coincide with the dates which property tax payments are due.

Actual property tax collections of \$2.3 million through the end of September are slightly below the projected budget of \$2.5 million by \$0.2 million. This is a slight \$17K more than the previous year's collections of for the same period.

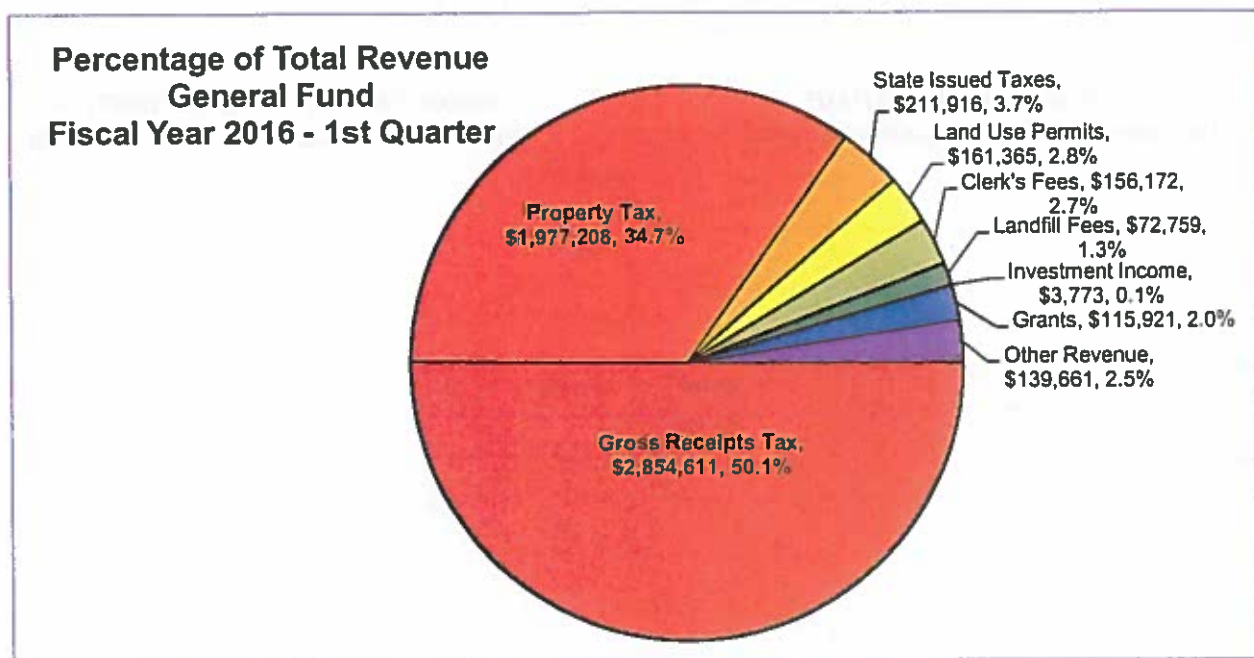
The following charts reflect the two largest revenue sources for the County, property taxes and gross receipts taxes.



Excluding the 1/8th percent Regional Transit Gross Receipts Tax which is passed-through to the North Central Regional Transit District, cumulatively, both the countywide and unincorporated gross receipts taxes collected through September total \$12.1 million. Collections of the Regional Transit GRT equal \$1.2 million through September. The total GRT collections are \$1.5 million greater than the cumulative budgeted amount of \$10.6 million. The countywide GRT collections are above prior year collections by \$1.2 million or 11.9%. The unincorporated GRT collections exceeded budget by \$76K and are \$58K greater than the previous year's collections of \$686K. September, 2015 is the first month that the County received budgeted collections for the Hold Harmless GRT (HH GRT) and also experienced the phase out of hold harmless distributions from the State of New Mexico. For the month of September, the HH GRT brought in \$377K which is \$27K greater than budgeted. The budgets for the other increments which receive hold harmless distribution from the State contemplate the phase out of that distribution.

General Fund

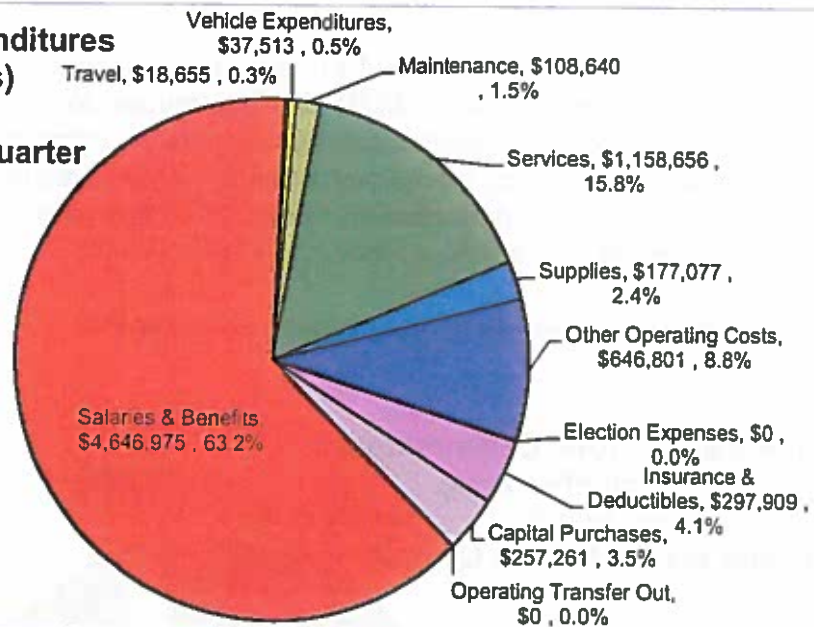
The chart below summarizes all revenue for the general fund; all revenue sources total \$5.7 million. Recurring revenue totaled \$5.6 million; recurring revenue includes property taxes, gross receipts taxes, state shared taxes, licenses and permits, clerk's filing fees, solid waste permit fees, and other revenue. Overall, total general fund revenues in FY 2016 of \$5.7 million are lower than the fiscal year 2015 revenues by \$940K. This decrease consists of the net of increases and decreases in various types of revenue. The largest increase over fiscal year 2015 can be found in gross receipts taxes (\$306K), and the largest decreases from fiscal year 2015 are investment income (\$358K) and solid waste permit fees (\$42K), and grants (\$668K). It is important to note that included in FY 2015 grant revenue was Payment in Lieu of Taxes (PILT), which is in jeopardy of being discontinued. The amount recognized for PILT in FY2015 fiscal year was \$698,926. Also important to note is that some investment income is not yet posted for the first quarter as of the date of this memo. Finally, the solid waste transfer permit sales continue to decline from previous years due to a change in the solid waste ordinance which eliminated the expiration of permits.



General Fund expenditures totaled \$7.3 million of which \$7.1 million are recurring in nature. Total General Fund expenditures were \$328K greater than the expenditures incurred in fiscal year 2015 for the same period. This result is the net of increases and decreases in the various expense categories. Salaries and benefits increased by \$113K, services increased by \$376K, other operating expenses by \$114K, and insurance and deductibles increased by \$76K. Vehicle expenses decreased by \$55K, supplies decreased by \$198K, and capital purchases decreased by \$91K. Other small category increases and decreases comprise the remaining difference.

The following chart shows General Fund expenditures by category through the first quarter of fiscal year 2016.

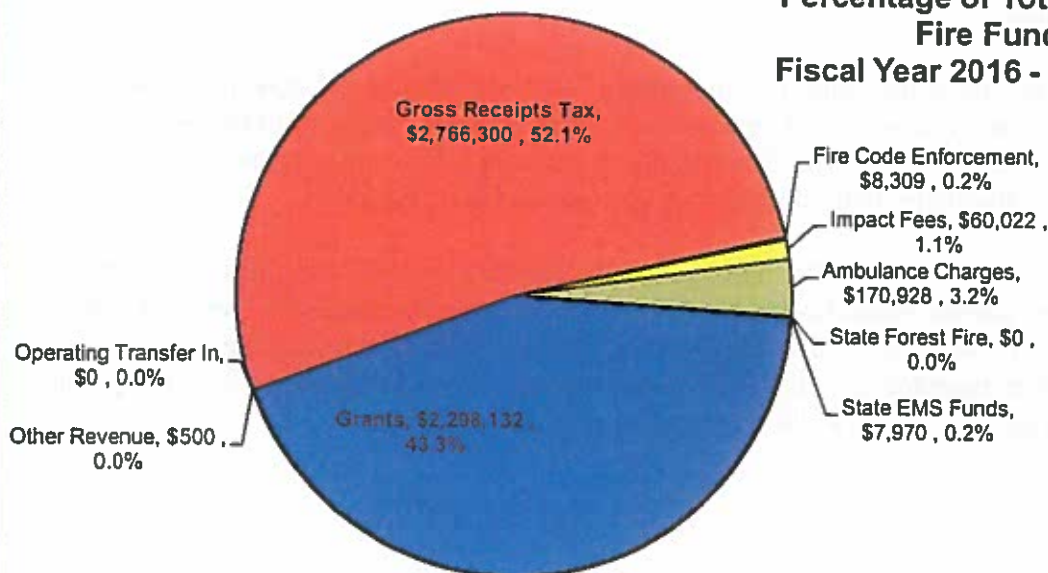
**Percentage of Total Expenditures
(No Encumbrances)
General Fund
Fiscal Year 2016 - 1st Quarter**



Fire Funds

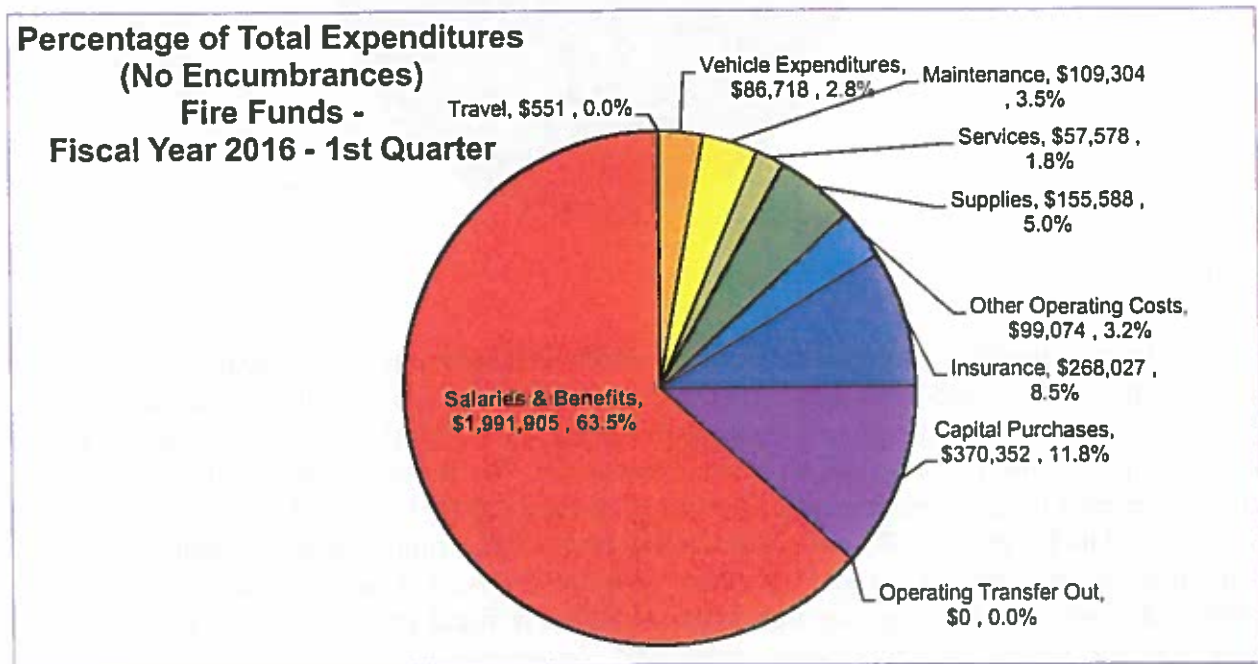
The chart below identifies the major revenue sources for all Fire funds. Total recurring revenues of \$5.3 million were collected and consist mainly of gross receipts taxes, ambulance charges and certain grants. Through September 30th ambulance charges fell slightly below the budget by \$17K and are \$50K less than the same period in fiscal year 2015. The gross receipts tax revenue consists of the Emergency Communications and Emergency Medical GRT (EC & EM GRT) and the Fire Excise Tax. The EC & EM GRT has revenue collections of \$2.3 million to date which is \$223K greater than the same period in fiscal year 2015. The Fire Excise Tax has revenue collections of \$369K to date which is \$28K greater than the same period in fiscal year 2015. The remaining revenue sources for the fire operation are considered non-recurring.

**Percentage of Total Revenue
Fire Funds
Fiscal Year 2016 - 1st Quarter**



Expenditures for fire operations totaled \$3.1 million and included operational expenditures of \$2.8 million (excluding transfers out). The FY 2016 operational expenditures are \$275K greater than the same period in FY 2015. All operating categories with the exception of travel are higher than the previous fiscal year including salaries and benefits by \$94K, maintenance by \$44K, services by \$45K, supplies by \$55K and insurance by \$41K. The difference is made up of smaller increases in the other expense categories and a decrease in travel of \$15K.

The following chart shows expenditures across all fire funds.

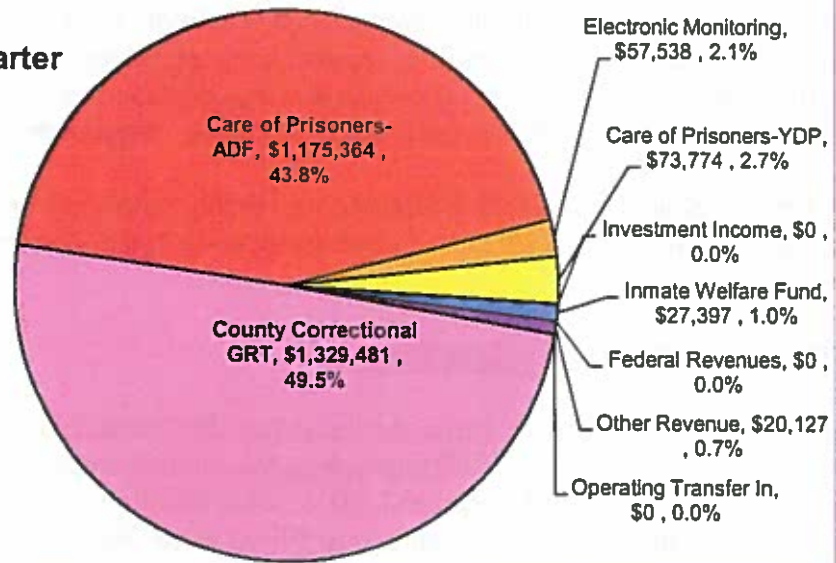


Corrections Funds

The chart below identifies the major revenue sources for the Corrections Department. Recurring revenue which primarily consists of Correctional GRT collections, and care of prisoners revenue which includes electronic monitoring fees, totaled \$2.7 million. The care of prisoners revenue of \$1.3 million is slightly better than the previous year's collections by \$54K.

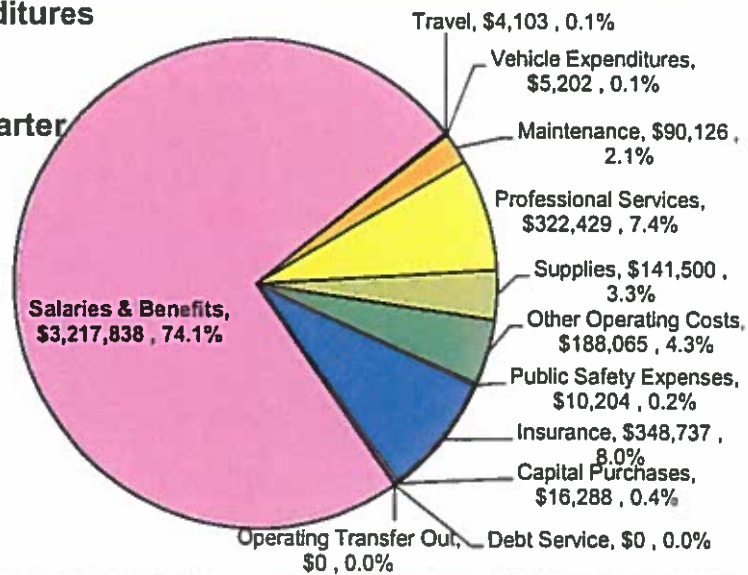
Care of prisoners revenue is better than budget and is approximately \$195K million greater than budget for the first quarter of the fiscal year. It is important to note that the Corrections Department relies very heavily on support from the general fund and any shortfalls in department revenue not offset by lower than expected expenses will result in additional support needed from the general fund which is budgeted at \$12.6 million in fiscal year 2016.

**Percentage of Total Revenue
Corrections Funds
Fiscal Year 2016 - 1st Quarter**



Total Corrections expenditures are \$4.3 million. This does not include debt service or the transfer out for debt service. Capital expenditures totaled \$16K. The total expenditures are \$120K more than the same period in fiscal year 2015. The increase can be attributed to the net of increases and decreases in various expense categories. Salaries and benefits expenses are higher than fiscal year 2015 by \$190K while insurance expenses are \$73K lower than fiscal year 2015 in the same period. Other differences are: increase expenditures in other operating costs (\$45K), and decreased expenditures in vehicle expenses (\$14K), maintenance (\$30K), supplies (\$63K) and capital expenses (\$83K). The difference is comprised of smaller variances in other expense categories.

**Percentage of Total Expenditures
(No Encumbrances)
Corrections Funds
Fiscal Year 2016 - 1st Quarter**



SUMMARY

The numbers reflected within this report include activity as of the September 30, 2015. Total recurring revenues of \$21.6 million are less than total recurring expenses of \$27.7 million by \$6.1 million across all funds. Total revenue (recurring and non-recurring) for the first quarter was \$35.5 million and total expenditures (recurring and non-recurring) were \$50.7 million.

In general, Santa Fe County experienced very stable revenue collections and expenses were well managed throughout FY 2016. There are no areas of major concern in the County's financial position.

FINANCE DIVISION ACTIVITIES

In the second quarter of FY 2016, the fiscal year 2015 audit will wrap up. The Comprehensive Annual Financial Report (CAFR), including the auditor's report, will be submitted to the Office of the State Auditor by the November 1, 2015. This deadline is 15 days earlier than in previous fiscal years. Once the audit is approved by the Office of the State Auditor, it will be brought forward to the BCC for approval. The Finance Division does not anticipate any major areas of concern.

Also, in the second quarter of FY 2016, the Budget Office, in conjunction with the County Manager's Office, is undertaking the first steps of the results-accountable FY 2017 budget. Work will begin with departments and elected offices to establish key performance indicators and performance scorecards.

